



# OAKLAND UNIVERSITY SENATE

## Oakland University Senate

Eighth Meeting  
Thursday, April 15, 1976  
3:15 p.m.  
128-130 Oakland Center

### **AGENDA**

Submitted by George T. Matthews, for the Steering Committee

There will be a special meeting of the Senate, April 22, 3:15 p.m., 156 North Foundation Hall, to accommodate second readings of motions in New Business.

#### A. Old Business:

From the agenda of March 18, 1976 (New Business):

##### 1. Main Motion unamended (Mr. Tower, Mr. Hetenyi):

THE SENATE APPROVE THE PRINCIPLES AND PROCEDURES DESCRIBED IN THE *PROPOSAL* OF THE ACADEMIC AND CAREER ADVISING COMMITTEE DATED MARCH 18, 1976, AND RECOMMEND THEIR IMPLEMENTATION AS SOON AS POSSIBLE.

Second Reading: amendable and eligible for final vote.

##### 2. Main Motion unamended (Mr. Strauss, Mr. Tower)

THAT OAKLAND UNIVERSITY'S GRADING SYSTEM BE CHANGED IN THE FOLLOWING WAY EFFECTIVE THE FALL TERM, 1976: THAT ALL GRADES OTHER THAN WN APPEAR ON A STUDENT'S TRANSCRIPT.

Second Reading: amendable and eligible for final vote.

##### 3. Main Motion unamended (Mr. Tower, Mr. Torch):

THAT OAKLAND UNIVERSITY'S GRADING SYSTEM BE CHANGED IN THE FOLLOWING WAY EFFECTIVE THE FALL TERM, 1976: THAT THE USE OF THE N GRADE BE ELIMINATED IN NUMERICALLY GRADED COURSES AND REPLACED BY THE USE OF 0.0.

Second Reading: amendable and eligible for final vote.

B. New Business:

I. Motion from the Academic Policy Committee (Mr. Fullmer 'will present motion)

THAT THE GRADUATION REQUIREMENTS FOR ANY GIVEN STUDENT ARE THOSE STATED IN THE UNIVERSITY CATALOG EXTANT AT THE TIME AT WHICH THE STUDENT IS ADMITTED TO OAKLAND UNIVERSITY OR THOSE STATED IN ANY SUBSEQUENT CATALOG ACCORDING TO THE STUDENT'S CHOICE.

Comments: The motion supercedes Senate legislation of February 25, 1963, which states that the graduation requirements for any given student are those in effect during the academic year in which he becomes a candidate for a degree. In practice, that legislation has not been followed. Should the University continue to change program requirements at the same rate as it has over the past thirteen years, the 1963 legislation will continue to be unworkable. Further, since the catalog is becoming a legal contract, it is doubtful that the 1963 legislation is enforceable.

First Reading: debatable, amendable, not eligible for final vote.

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**FOR THE INFORMATION OF THE SENATE**

1. In response to the University Senate charge of January 31, 1974, requesting the Academic Policy Committee to review the scheduling matrix, the Academic Policy Committee wishes to make the following report:

This year the Academic Policy Committee has been reviewing the current scheduling matrix in accordance with the University Senate's charge of January 31, 1974. We have solicited suggestions about revisions to the matrix from all department chairmen and academic deans as well as from other concerned parties. We have reached the following conclusions and have requested the following changes:

1. The current matrix offers the kind of academic flexibility necessary for diverse pedagogies that other schemes, such as "65 minute" hours, would lack. There was explicit support from different academic units for each category of modules. Further, other schemes would seem to make less efficient use of classroom space.
2. We have requested that additional two-hour modules be added on Monday and Wednesday mornings. There are rooms available at those times and such additions will add to the flexibility of students' programs and of course offerings.
3. We have requested that modules a and b be moved from 5:30 p.m. to 6:00 p.m. and c and d from 7:30 p.m. to 8:00 p.m. to accommodate the evening program students with more desirable "arrival times."

4. We have requested that the Registrar's Office solicit certain information from academic units prior to the assignment of modules, specifically, the kinds of modules desired (two, three, or four meetings per week) and the numbers desired of each kind.

In reviewing the scheduling matrix, the APC recognized the frustrations many faculty feel when they are unable to offer all of their courses between 10:00 a.m. and 3:00 p.m. and when they are required by the State Legislature to teach more contact hours per week than they would be, say, at the University of Michigan. Unfortunately at this stage of Oakland's development we must live with limited classroom space and with being put into a category different from Michigan's "big three." We realize that many of the difficulties with the scheduling matrix stem from the four-credit course system and, therefore, the APC is currently investigating ways to convert to a three-credit course system.

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2. The Academic Conduct Committee intends to distribute to all faculty the guidelines for instruction found below. The Steering Committee places these before the Senate for information only, no express action is required

### **REPORT FROM THE ACADEMIC CONDUCT COMMITTEE**

We wish to share with instructors certain suggestions which, from our experience in hearing cases, seem useful in preventing or minimizing academic misconduct, whether through ignorance or intention, on the part of students. We assume that most students share the instructor's commitment to fairness and honesty and, therefore, will comply with standards of academic conduct once explained by the instructor. For those few who are unwilling to abide by these standards, we suggest the instructor take the following practical steps to prevent academic misconduct and to detect it when it occurs:

#### **GUIDELINES FOR INSTRUCTORS**

A. Inform students (in writing, whenever possible) of conduct expected of them with regard to assignments and examinations. This is especially helpful since requirements may change from discipline to discipline and since many of our students have not taken Learning Skills classes at Oakland.

1. For written assignments which require documentation, refer students to appropriate style manuals or models which make clear how to avoid plagiarism in using direct quotation and paraphrase.
2. Specify the degree to which students may confer and cooperate with other students or other sources in doing assignments.
3. Inform students, in particular, of any special requirements of attendance for the class and specify, in general, the method for determining the final course grade.

B. Use the service of library personnel for giving lectures to classes on use of the library and research techniques.

C. Minimize opportunities for dishonesty by taking practical measures such as adequate proctoring and the use of alternative forms of an exam if seating is crowded. Inform students if preventative measures are being used. (Such measures also protect the student who is not cheating from suspicion of academic misconduct.) Take attendance and use seating charts, especially in big classes.

D. The University does not operate on an honor system. If, within a particular class, you wish to institute such a system, clearly inform students of their responsibilities.

E. The practice of giving identical examinations to different classes, whether separated in time by ten minutes or by a semester invites cheating. Examinations, once given, are considered public and can be used by subsequent students.

1. When there are good reasons for repeated use of an examination, take appropriate security precautions such as collecting copies of the examination or reordering questions in different hours. In multiple sections of a course taught in one semester, tell the students in the earlier section not to divulge exam questions and then collect exams. It is sometimes useful to point out to students in the first scheduled class that if the instructor uses one curve for both classes, members of the first class give advantage to the second by revealing exam questions.

2. It is expected that grades, examinations, and papers will be provided to the student for inspection and discussion. If final exams are not returned to students, they should be retained for one term to provide the student opportunity for review with the instructor.

F. Some unauthorized cancellation of classes have occurred which deprive students of class time. In order to avoid unauthorized cancellation of classes by a person unknown to the instructor, inform classes how notice of emergency cancellations will be conveyed to them. (For example, a department representative will announce the cancellation to the class; or, a notice on departmental stationary will be posted.) Notify departmental offices in all cases of emergency cancellation.

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3. In response to the Senate resolution of February 26, 1976, that the Steering Committee select "an appropriate vehicle for a study to be made on the configuration of the University in the future. The Steering Committee wishes to place before the Senate for informational purposes the following design of the University Planning Committee. Charges and memberships for this Committee have been developed by the President in cooperation with the Steering Committee. The Steering Committee is working with the President to develop a slate of faculty from which will be selected the faculty of the Committee. The President and Steering Committee hope to be able to announce full membership by the Senate meeting of April 22.

#### UNIVERSITY PLANNING COMMITTEE

A permanent University body that will be provided staff assistance as resources become available and which will have access to all University offices and all public data.

#### Charge

The committee is hereby authorized to review and make recommendations to the University

President on:

- a. the mission and purposes of the University,
- b. the long-range goals (five to fifteen years) of the University,
- c. the long-range configuration (five to fifteen years) of the University; and
- d. the "Management by Objectives" statement of the University's role, objective, and goals.

The committee is also hereby authorized to recommend to the University President the adjustment or initiation of policies, procedures, and programs designed to fulfill the mission, purposes, goals, and configuration of the University.

Membership: all members voting except as noted.

- a. The President ex officio and voting, permanent chairperson.
- b. Vice chairperson, non-voting except in absence of the permanent chairperson, appointed by the President to preside at all meetings except when the President elects to preside.
- c. Vice President for Academic Affairs.
- d. One academic dean selected by the President.
- e. Six faculty members nominated by the President and confirmed by the Senate for the biennial term of the Senate.
- f. Three student members nominated by the President and confirmed by the Congress for the annual term of the Congress.
- g. Two administrative-professional members nominated by the President and confirmed by the A-P Assembly for a term of two years.
- h. One additional at-large person selected by the President.

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