

ANNUAL REPORT OF THE CONTINUING EDUCATION COMMITTEE

- I. DATE: April 10, 1989
TO: Conner Atkeson, Chair of the Faculty
FROM: Continuing Education Committee

II. MEMBERSHIP OF THE COMMITTEE

Faculty

Paul Petersen, Business (1991)
Monnie Hedges, Psychology (1990), Vice Chair
William Martin, Education (1990), Secretary
James Rees, Theatre Arts (1989)
Margaret Stangohr, Health Sciences Library (1989), Chair

Ex-Officio

Charles Coble, Representative for the Vice Chancellor for Academic Affairs
Phil Rosen, Director of the Division of Continuing Education
Wilbert Ball, Director of the Counseling Center
Lucy Wright, Assistant Dean for Student Services
Melissa Price, Student

III. COMMITTEE MEETINGS (DATES AND MEMBERS ABSENT)

September 20, 1988 (Rees)
October 25, 1988 (Coble, Wright)
January 24, 1989 (Martin, Rees)
February 20, 1989 (Coble, Price)
March 20, 1989 (Coble, Ball, Price)
April 17, 1989 (Martin, Rosen, Ball, Price)

IV. DATE OF REPORTS TO THE FACULTY SENATE DURING THE YEAR

none

V. SPECIFIC INSTRUCTIONS IF ANY, GIVEN TO THE COMMITTEE BY THE FACULTY SENATE, OTHER THAN THOSE FOUND IN THE COMMITTEE'S CONSTITUTIONAL CHARGE.

none

VI. A BRIEF STATEMENT OF COMMITTEE ORGANIZATION, SUBCOMMITTEES, RESEARCH ACTIVITIES, ETC.

Margaret Stangohr, Chair
Monnie Hedges, Vice Chair
William Martin, Secretary

Subcommittee on overlap with other university units: Margaret Stangohr, Jim Rees, Phil Rosen.

VII. LIST OF COMMITTEE ACCOMPLISHMENTS INCLUDING RECOMMENDATIONS MADE TO AGENCIES OTHER THAN THE FACULTY SENATE

Committee reviewed the Division's Quadrennial Report and Goals for 1988-89. It received reports on programs and activities.

The committee concurred with the Division's decision to close the military centers at Camp Lejeune and Cherry Point.

State funding for continuing education programs continues to be a high priority.

VIII. CITATION OF RESOLUTION NUMBERS OF SENATE RESOLUTIONS THAT ORIGINATED WITH THE COMMITTEE

none

IX. PROPOSALS AND/OR BUSINESS TO BE CARRIED OVER TO NEXT YEAR.

Committee should follow status of state funding for continuing education.

Committee should ensure that the proposal for central coordination of non-credit programs is included in the strategic planning process.

Committee should pursue areas in the reports of the Strengths and Weaknesses Identification, External Environmental Analysis, and the Institutional Values Assessment Work Groups of the Strategic Planning Process related to the Division of Continuing Education. The committee should pay special attention to areas relating to the Division's mission.

Committee should continue to pursue library support. When a new director of the library is named, this individual should be contacted and his or her support solicited.

X. EVALUATION OF THE COMMITTEE

A. Structure: Excellent

B. Duties: Clear

C. Functions: Quite well.

D. Personnel: Interested and committed

XI. SUGGESTIONS FOR IMPROVING THE EFFECTIVENESS OF THE COMMITTEE.

none

Signed: Chairperson Margaret Stangor
Secretary Wm B. Martin

ANNUAL REPORT OF THE COURSE DROP APPEALS COMMITTEE

I. DATE: April 11, 1989
TO: Conner Atkeson, Chair of the Faculty
FROM: Susan J. McDaniel, Chair

II. Members: Dr. Judy Bernhardt (Nursing), Secretary
Dr. Jimmie Grimsley (HPERS) (term expired August, 1988)
Dr. Paul Haggard (Mathematics)
Dr. William Hoots (Technology), Vice Chair
Dr. Susan J. McDaniel (Biology), Chair
Dr. Barr Taylor (Education)
Dr. Jack Thornton (Business) (term expired August, 1988)
Dr. Al Wang (English)
Ms. Lisa Horn (Student Representative, Fall Semester)
Mr. Bryan Lowe (Student Representative, Spring Semester)
Mr. Conner Atkeson (Chair of the Faculty) Ex Officio
Dr. Donald Collins (Library Sciences) Ex Officio (term expired August, 1988)
Dr. Richard R. Eakin (Chancellor) Ex Officio

III. Committee Meetings:

Date	Absences (including excused)
May 16, 1988	Horn, Collins
June 16, 1988	Haggard, Horn, Taylor
August 18, 1988	Horn, Atkeson, Eakin
September 13, 1988	Horn, Wang, Atkeson, Eakin
November 15, 1988	Horn, Atkeson, Eakin
December 13, 1988	Horn, Taylor, Atkeson, Eakin
February 10, 1989	Lowe, Atkeson, Eakin
March 21, 1989	Lowe, Hoots, Atkeson, Eakin
April 11, 1989	Lowe, Wang, Atkeson, Eakin

IV. Reports to the Faculty Senate: This annual report is the only report to the Senate.

V. Specific Instructions: none beyond the Committee charge.

VI. Committee Operations: The Committee meets as an appellate body. This year no sub-committees were utilized. Students seeking to appeal a late drop denial by personnel of the Office of the Associate Vice Chancellor and Dean of the General College or Division of Continuing Education are given an appeals petition by the Chair of the Committee. When the petition is

returned, an appellate meeting is scheduled. A copy of the petition is sent to the instructor of the course which the student is attempting to drop requesting the instructor's comments and inviting his/her attendance. The Chair consults with the Office of the Associate Vice Chancellor and Dean of the General College concerning their reasoning for denying the petitioner initially and presents to the Committee their comments and the instructor's response along with the student's petition. In addition to these procedures, advice is solicited from the Student Health Service and/or the Counseling Center if the student's case warrants it. At the hearing the student petitioner is given an opportunity to explain to the Committee why he/she believes that the case fits within the University's policy for a late drop. Committee members may then question the petitioner and/or the involved instructor if they have chosen to attend. After the student's presentation, the Committee discusses the petition and makes a decision. The student is notified immediately and, if a drop has been granted, is given a Change of Schedule Form signed by the Committee Chair. Minutes of the meeting noting results of petition decisions are sent to each Committee member, to the Office of the Associate Vice Chancellor and Dean of the General College and to the Office of the Vice Chancellor for Academic Affairs.

VII. Committee Accomplishments: The Committee heard 39 appeals; 29 were denied, 8 were granted and two remanded back to the Office of the Associate Vice Chancellor and Dean of the General College with new information. The appeals were as follows:

May 16, 1988	Aimee Roy, granted Amanda F. Terry Pearce, granted Stanley Scott Lewis, denied Rick Davis, denied Edwana S. Gray, denied Robert D. Morris, denied Brian P. Morris, denied Paula Brittingham, granted
June 16, 1988	Don C. Flowers, denied John C. Graham, denied Michael Alan Drake, denied
September 13, 1988	Charles A. Boling, denied
November 15, 1988	Shela Kay Woolard, denied Laura Grant, denied Shirley James, denied
December 13, 1988	Gina Vinson, denied Christina Dunlow, denied James Clark, denied Lisa Singleton, denied Lillian Sutton, granted Brooks Lee Knight, granted Charles Musser, Jr., denied Carol Adenauer, granted

February 10, 1989	William Grey Smith, denied Christy Kee, granted Michael Alan Drake, denied Cheryl Boyd, granted
March 21, 1989	Robert James Durda, denied Kimberly R. Moore, remanded Jennifer Linn, remanded Donald Percise, Jr., denied Andrea Thompson, denied Staci Drye, denied James Brooks, denied John Tucker, denied
April 11, 1989	Gary M. Malone, denied Chris Montgomery, denied James Tracy McCullough, denied David B. Kelly, denied

The Committee also discussed the proposition before the Credits Committee during the Fall Semester to significantly shorten the period of drop and on September 13, 1988, unanimously chose to communicate the following to that Committee: The Course Drop Appeals Committee believes the current course drop policy is functioning adequately and the Committee would not like to see the length of the drop period changed or significantly altered.

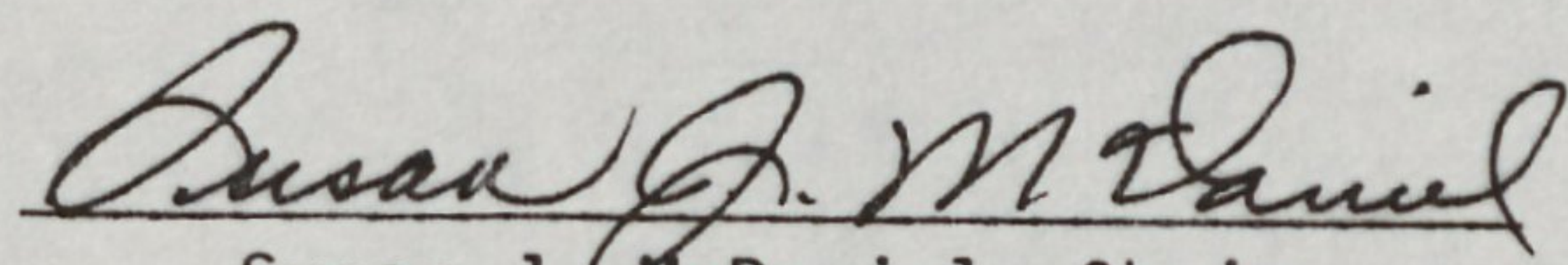
VIII. Senate Resolutions: none

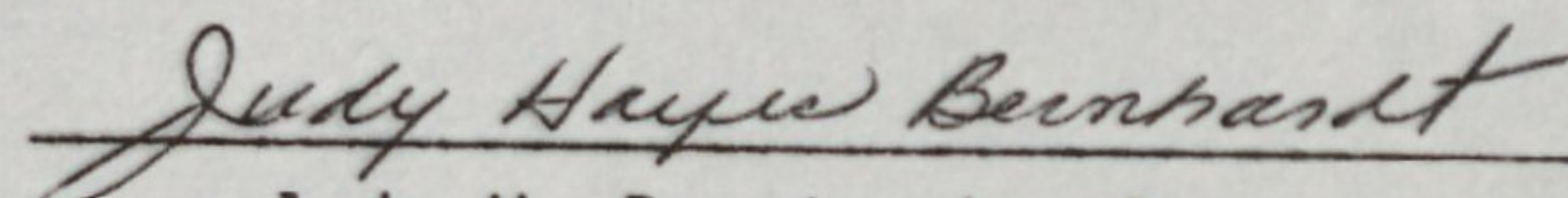
IX. Recommendations: none

X. Evaluation:

- A. Structure: quite adequate, given the purpose of the committee
- B. Duties: clear
- C. Functions: committee actually has more contact with students than the number of petitioners heard indicates; more students initiate petitions than complete and return them to the committee for hearing
- D. Personnel: committee's size is adequate, given its responsibilities. Current personnel have discharged their duties conscientiously and with distinction.

XI. Suggestions: none


Susan J. McDaniel, Chair


Judy H. Bernhardt, Secretary