

2005 SPRING REPORT
TO THE
FACULTY OF
ELON UNIVERSITY

By the
ACADEMIC COUNCIL

MAY 2005

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Academic Standing Committee
Report to Academic Council
8 April 2005

The issue that took up the overwhelming majority of the time of the Academic Standing Committee this year was grade inflation. We undertook a literature review to see what had been published and what the conclusions were, we looked at the GPAs at Elon over time broken down in various ways (to see if such things as increased study abroad, independent research and/or internships might account for some or all of the rise in GPAs), and we held discussions that took up the majority of our meeting time. Our breakdowns did not bring us any conclusion. We do not yet have a definitive answer. We are still looking into some possibilities. The one conclusion that we have drawn is that it is an incredibly complex issue with a great number of variables, all of which could affect the rise in GPAs.

On another topic (carried over from last year), there was some concern about the relationship between GPAs and residence halls. Jim Donathan supplied the committee with information for past semesters. Dr. Jackson reported that Student Life is keeping an eye on the relationship. The creation of living/learning and fellows communities seems to have a positive impact on GPAs.

The Committee discussed the question of the number of hours a student on probation should be allowed to take, and approved a temporary increase in the number from 12 to 14. This would apply to the Spring 2005 semester, after which the results would be examined and, if seen as successful, a recommendation for a permanent would change would be made.

A change to the bylaws which allows for a second student representative was approved by the faculty.

Finally, we came to decisions in the appeals of several cases of academic suspension.

Academic Technology and Computing Committee (ATACC)
Annual Report to Academic Council, 2004-2005

Rotating Faculty Members (voting): Mathew Gendle (Psychology, 2004-2006), Gerald Gibson (Communications, 2004-2006), Helen Mackay (English, 2003-2005), David Powell (Computing Sciences, 2004-2006), Paula Rosinski, Chair (English, 2003-2005), Scott Windham, Secretary (Foreign Languages, 2003-2005)

Permanent Members: Chris Fulkerson (Assistant Vice President for Technology, voting), Kate Hickey (Director of Belk Library, non-voting)

Student Members: Mark Bliley, Ashley Busch, Rachel Dewitt, Matthew Hobbs

Personnel who meet regularly with ATACC (non-voting): Paul Crellin (Director of Development Research), Joe Davis (Coordinator of Media Technology and Services), Ron Driscoll (Director of Information Systems and Technologies), Scott Hildebrand (Director of Instructional Technology Services), Fred Melchor (Director of PC Support), Jim Murphy (Director of Instructional Design and Development), Kelly Reimer (ELITE Coordinator), Tony Rose (Assistant Director, Information Systems and Technologies for Systems Administration)

Meetings

During this academic year the committee has held 6 regular meetings in addition to a meeting during Planning Week and a meeting in May to elect a new Chair for the following academic year.

Objectives Fulfilled

At the beginning of the academic year, the committee developed a list of possible objectives. Committee members each selected one or more objective to work on and reported back to the committee during regular meetings. The following first 9 objectives were fulfilled and 10th objective is still in progress:

1. **ATACC Software Grants:** For the past several years, ATACC has not administered the ATACC grant; instead, this grant was combined with the Technology Course Enhancement Grants and administered by Instructional Design & Development along with two ATACC representatives. At the beginning of the academic year, ATACC committee members expressed interest in administering this grant again. There was some confusion during fall term over whether or not ATACC Software Grants funding was available this year. During spring term Chris Fulkerson confirmed that the funds were indeed available.
 - a. Grant Guidelines and Template were updated and call for proposals was distributed (Paula Rosinski)
 - b. 12 proposals were submitted
 - c. The program was very successful and a total of 10 proposals were funded - \$13,671 was granted to faculty members in 12 different departments for integrating software into teaching.

- d. The committee agreed to include the following language in the emails informing people that their proposals were funded and in the Grant Guidelines for next year: “Please note that earning this grant is no guarantee that future requests for installing this software in a computer-classroom will be funded.”
2. **Tracking Blackboard, Email, and Webserver Up-Times and Availability of These Resources:** The committee expressed interest in software that would provide statistics on the up-times and availability of Blackboard, email, and the web servers. After researching several packages, Chris Fulkerson/Ron Driscoll installed a monitoring system to measure up-time and availability of these resources. This information is currently posted on the ATACC Blackboard site, but future committees may want to consider developing a way to share this information with the wider academic community.
 3. **Addressed Faculty Blackboard Portal Concerns:** The adoption of the Blackboard portal system is already complete, and is currently being implemented in several stages. During 2003-2004, a committee that included several faculty members was formed for the purpose of discussing the portal, and this committee approved the current implementation plan. The addition of portal content to individual Blackboard course pages is optional, faculty can choose not to use this feature, and the current functionality of the Blackboard course sites will not be dramatically altered. Many on-line services (such as On Track, Phoenix Card, car registration, etc.) will eventually be offered through the portal system. Redundant non-Blackboard interfaces will continue to be maintained, and will provide a backup to the system in case of a Blackboard software failure. The total monetary cost of the portal system remains unclear, and several faculty members have expressed concern regarding the value of this expenditure. (Mathew Gendle)
 4. **Updated ATACC Website:** Out of date information was removed and a streamlined site was developed. The site now contains primary links to Committee Members, Meeting Dates, Agendas & Minutes, Committee Bylaws, and ATACC Software Grants. This new website template could be reused in future years, with the information from future academic years added above information from past academic years. (Paula Rosinski)
 5. **Confirmed Faculty & Staff Computer Replacement Cycles:** ATACC members reported that there was concern among faculty and staff members that the computer replacement cycle had changed. Chris Fulkerson confirmed that the cycle has not changed and that the replacement cycle remains 3 years for faculty and 4-5 years for staff. Faculty who have the problematic Dell laptops, or require upgraded hardware for other reasons, should discuss their needs directly with their department chair and dean. For exceptional cases, some discretionary monies are available to provide updated hardware outside of the normal replacement cycle. (Mathew Gendle)
 6. **Confirmed the Status of the Print Management Software:** Chris Fulkerson is currently working to get print management software approved for use on campus. Such software will reduce print waste in labs 30-60%. A Phoenix card will have to be scanned before the job will print. It remains unclear if printing will remain free, limited (such as 1 ream of paper per student per semester), or a pay-per-page system; this still needs to be

decided. Several committee members raised concerns about students in labs during class having enough time to print materials, what to do if student do not have money to pay for required jobs (because students would be charged for class work printed in labs), and about this new system upsetting class dynamics. It is unlikely that the software could be temporarily overridden for class use. Faculty will be able to print for free. Ultimately, the budget committee will approve or not approve the purchase of such software, and Chris Fulkerson will have a decision in Jan 2005 as to whether this will be adopted or not.

- 7. Confirmed How Level II Classrooms are Upgraded to Level III Classrooms:** At present, there is a 98% success rate at meeting technology classroom requests. Several factors go into determining room assignments, but Robin Straka always tries to meet all needs. (Helen Mackay)
- 8. Faculty Technology Updates:** At several meetings the committee discussed the need to develop a way to inform faculty consistently about technology-related issues. It seems that emails about technology-related issues are often overlooked and making announcements at faculty meetings might be cumbersome and fail to reach all faculty. Chris Fulkerson offered to write such an update with the help from ATACC. This technology update will be sent along with the packets that are sent out to faculty during the summer (before Planning Week). This update could include information on the following:
 - a. New webpage space and web capabilities for students and faculty
 - b. Backup process for faculty and how to use the U drive/personal storage space
 - c. Blackboard Statistics: Number of users and number of courses in spring of 2005; percentage uptime
 - d. New classroom scheduling software
 - e. New printing policy
 - f. Instructional technology fall and winter course offerings
- 9. New Webserver Provides Students and Faculty with Webpage Ability to Run Server Side Scripts and Store Data to Databases:** Initiated by Dave Powell, a new webserver was ordered to provide students and faculty with increased webpage storage and webpage functionality by allowing server side database access and server side scripting.
- 10. Automatic Faculty Hard Drive Back-Ups:** The committee spent a fair amount of time discussing how we could encourage faculty to back-up their hard drives and make them aware of how to use the U drive/personal storage space for this purpose. Dave Powell researched several free back-up tools and shared them with Ron Driscoll. These free tools would permit faculty to automatically schedule backups for their machines and the folders that what will be backed up. Daily, weekly or monthly backups could be scheduled. It is possible for the files and folders to be automatically compressed and copied to the U drive/personal storage space. (This software is currently being researched by Scott Hildebrand and ideally will be completed soon or during the next academic year. Ron Driscoll is also researching the ability to automatically notify faculty if a backup has not occurred within a certain amount of time.)

Other Issues

In addition to addressing the above objectives, the committee addressed several other issues. The committee had several discussions throughout the academic year about whether or not to reestablish faculty liaisons. The committee members who supported reestablishing the liaisons believed that faculty should have more direct access to ATACC and be able to suggest agenda items and that the liaisons would be a way to inform faculty about ongoing technology-related issues on campus. The committee members who did not support reestablishing the liaisons believed that faculty members already have their questions answered by other means and that faculty are already sufficiently informed about ongoing technology-related issues on campus. As the majority of committee members were not in support of reestablishing these faculty liaisons with ATACC, the committee did not pursue this issue any further.

The committee updated the ATACC Bylaws to reflect correct departments and titles.

Joe Davis demonstrated the new portable Windows laptop lab (C.O.W.: Computers on Wheels).

Finally, I want to thank all of the ATACC members and the personnel who met regularly with the committee for their efforts on behalf of ATACC this past academic year.

Submitted by Paula Rosinski
4.01.05

**Admissions Committee
Annual Report to Academic Council
2004-2005**

Members: Gerald Francis, Susan Klopman, Mark Albertson, Kelli Burns, Hal Walker, Janet Mays, Kenneth Lee (Chair)

The Admissions Committee held four meetings during the 2004-2005 academic year: August 26, September 16, February 8, and March 15.

The primary responsibility of the committee is to work closely with the Dean of Admissions, Susan Klopman, in reviewing and updating the university admissions policy each year. A revised policy is voted on by the committee and presented to President Leo Lambert for approval.

The following changes in the policy were recommended to the President and approved on October 1, 2004:

1. That for the 2005-2006 year, the goal will be 1250 new freshmen showing good potential for success and exhibiting diversity, and with an average SAT of 1160 or more and an average GPA of 3.3 or higher.
2. For clarification, the policy related to transitional students is stated as follows: Up to 15 students may be admitted with transitional status. These students have one or more strongly desired characteristics but are only marginally eligible for admission. They will be advised to take special transitional courses to strengthen academic skills during the freshman year. Typically, these students have both a low GPA (below a 2.5, D's in academic courses, particularly math and/or English), and have a low SAT (Verbal or Math less than 450 or total less than 900).
3. For clarification, the policy regarding applicants for readmission is stated as follows: Applicants for readmission to Elon University will not be automatically accepted. They must be approved by the Provost, Registrar, Vice President and Dean of Student Life, Bursar's office and the Dean of Admissions and Financial Planning.

Throughout the academic year meetings were devoted to the review of admissions status reports. Because this was the first year with the new deadline admissions policy, much discussion was devoted to the anticipated changes in the yield and makeup of the incoming class. Based on the number and quality of applications, the change to deadline admissions appears to be extremely successful. The average SAT of all accepts as of

March 10, 2005 is 1238 which is 40 points higher than this time last year. The average SAT of the incoming class is anticipated to be higher than initially projected. As of March 10th, the total number of applications, 9,018, reflects a 13% increase from last year. The projected final enrollment is on target.

Respectfully submitted,

Kenneth Lee, Chair
Admissions Committee

Faculty Athletics Committee

Annual Report

April 1, 2005

I. Review the 40-60-80 NCAA academic progress issue relative to Elon Athletics.

On February 28, 2005, the NCAA issued its Progress Toward Degree Requirements report, which is a measurement of Academic Progress Rate (APR). No “contemporaneous penalties” (i.e., loss of scholarships) will take place until next year for any college or university.

Elon had scores above the 925 minimum mark (a 50% graduation rate within five years) in all varsity sports except for one which is within the statistical “confidence boundary” meaning that even this score is statistically acceptable to the NCAA due to the small squad size.

Also, please note that this is a first year reporting of information based upon the 40-60-80 graduation standard recently enacted by the NCAA to take effect with the entering class of 2004-2005.

II. Review revision of on campus recruiting process.

Dr. Davis and Professor Hightower participated as members on an ad hoc committee which created an Elon athletics guide for recruiting. This committee was chaired by Associate Athletics Director Clay Hassard and that document may be obtained from the Elon Athletics Department. In addition, these guidelines will be on file in the Southern Conference office and in the Athletics Department staff manual.

The ad hoc committee was satisfied with this work and agreed that the document covered relevant issues in an appropriate manner.

III. Review and offer recommendations regarding fiscal integrity of Elon Athletics Department.

According to Vice President Gerald Whittington, “... the Elon University Athletics Department is subject to exactly the same budget, accounting and audit procedures as any of the other units of the university.” He stated that there was “...no concern about any financial issues concerning the Athletics Department after the last university audit.” He has “...no concern about the financial integrity of the Elon University Athletics Department.”

Mr. Whittington added that "... the NCAA requires production of financial statements, reports, and analysis greater than that of any other unit of any university. This review and scrutiny has not found any issue which would cause any concern for the University."

IV. Review and offer recommendations regarding adherence to established Gender and Minority Programs; this should include specific reference to the NCAA certification plan and Title IX accountability.

The current five year plan was created as part of the NCAA certification process, which occurred during the 2002-03 academic year. An essential goal of this plan was to make strides toward "solving problems" with regard to gender equality in Elon athletics. The following indicates progress made to date on some specific gender issues:

- A. Structure/Governance. Elon has made considerable progress in hiring women into athletics administrative positions. A full-time Senior Woman's Administrator was hired and campus faculty governance efforts in recent years have made strides toward creating and maintaining gender balance on the Faculty Athletics Committee.
- B. Head Coaches: Elon recently hired four new female head coaches in women's soccer, volleyball, women's tennis and in women's track and field.
- C. Assistant Coaches: Elon has recently created new/additional assistant coaching positions in soccer, volleyball and softball.
- D. Student Athletes: Elon has a history of progressive movement in adding more women's sports, thus meeting the NCAA standard of proportionality. . In fact, there is an ongoing discussion of adding an additional woman's sport by 2006. In addition, new scholarship grants for women's sports continue to increase steadily as evidenced by the addition of two in 2003-2004, three in 2004-2005 and three in 2005-2006.
- E. Sports Programs: The following summarize some of the program gains in women's sport. There has been a progressive increase in women's recruiting budgets. Weight room schedules have been adjusted to accommodate women's teams at peak hours. A female strength and conditioning coach was hired. All but two women's media guides were enlarged to full size comparable to men's media guides. WSOE broadcasts all women's basketball games and some volleyball games played at home. When games are broadcast, they are also available on-line. The Web show uses highlights for every sports program.
- F. Annual review: An annual report on gender equity progress is presented to the Provost and President.

V. Review and offer recommendations regarding student athlete welfare utilizing survey instruments including the Senior Questionnaire.

Dr. Costello and Professor Hightower met to review survey results of the senior exit questionnaire. In addition, Professor Hightower interviewed Dr. Barbara Boyette, Director of Academic Programs for the Athletics Department. Dr. Boyette listed the following as evidence of high regard for student welfare and academic support at Elon:

- Student assistance program – if an athlete observes a problem with a fellow athlete he/she can contact an athletics administrator anonymously in order to obtain help for an at-risk athlete.
- Study Hall required for student-athletes who fall below a 2.2 GPA and freshmen from some teams.
- Lap top computers are available for checkout on weekends when student-athletes are traveling
- Book check out for scholarship students – done directly through Dr. Boyette’s office.
- Required freshman-athlete orientation. Handbook is explained in detail.
- Champs-Life Skills program. Dr. Boyette provides speakers for all athletes – this year’s program focused on drunk driving and proper nutrition.
- Academic progress reports are requested on all student-athletes.
- SAAC (Student Athlete Advisory Council) meets monthly to identify and focus on student-athlete concerns. Summaries of these discussions are then reported back to respective teams.
- A Student-Athlete Handbook is published annually and is distributed at team orientation meetings, where contents are thoroughly explained.
- Dr. Boyette works with the Registrar’s office to coordinate student-athlete course schedules.

Upon reviewing the survey given to fall athletes, a general impression was that athletes were satisfied with Elon athletics experiences. Some examples:

- Greater than 80% of the respondents indicated that they would choose Elon again.
- Almost 60% felt participation in athletics helped promote their academic growth.
- More than 50% felt that athletics helped promote their social growth.
- Student-athletes felt they were reasonably integrated into the student body: 18% totally, 36% substantially, 22% adequately.
- Most felt that their health issues were appropriately addressed by athletic training staff – availability and facilities – Average: 40-45%, Very good: 31-40%, Excellent: 9-14%.
- More than 80% felt academic support services were either very good or excellent.
- There were no grievances filed by athletes this past year.

- VI. Request a general information report on Athletics Department governance to include organization chart, SOP manual(s), student handbook(s), etc.

An updated organization chart, as well as lengthy sections on Athletic operations, job descriptions, compliance/student-athlete issues, may be found in the 2004-2005 *Elon Athletics Staff Manual*. This manual is well-organized, clearly written and meticulously detailed.

The 2004-2005 *Elon University Student-Athlete Handbook* may be located online at www.elon.edu/athletics/docs/athleticHb04.pdf. This handbook contains information on eligibility requirements, financial support and conduct expectations. The *Student-Athlete Handbook* is clear, thorough and easy to use as a reference tool. Current information about support services available to student-athletes is available at www.elon.edu/athletics/services.

- VII. Request a general information report from the Athletics Department Compliance Coordinator.

To date, no violations have been reported to the Southern Conference.

The NCAA conducted random drug testing of the football and baseball teams with no positive results. Women's Track and Field team may be tested by June 2005.

Renewal process for grants-in-aid will begin in mid March and will be concluded by end of spring semester. No appeals have been filed to date this academic year.

- VIII. Review Athletics Department mission statement along with annual goals and objectives; request subsequent reports on accomplishment of annual goals and objectives.

Elon Athletics Mission Statement and annual goals and objectives were reviewed and discussed with Athletics Director White. The Committee will be advised of goal accomplishments as they occur.

These two documents are attached.

- IX. Request general information report from Athletics Department regarding awarding, reducing, and terminating athletic grants-in-aids.

Awarding of athletic grants-in-aid is administered by the office of Financial Planning. Grants-in-aid are given on one year renewable contracts and student-athletes, with remaining eligibility receive either a grant-in-aid contract or notice

of non-renewal. For the 2004 – 2005 academic year, there were 186 renewals, three voluntary withdrawals and four nonrenewals.

This process will begin in early April and NCAA regulations require it to be completed by July 1. Any student-athlete may appeal a non-renewal or reduction by following the grievance procedure outlined on page 25 of the Student-Athlete Handbook. There were no non-renewal appeals this academic year.

X. Request general information on athletic scheduling in light of transition to Southern Conference.

Committee members met in February and reviewed Elon University Athletics Sports Scheduling Policies as shown in the Athletics Staff Manual. This document indicates that scheduling is basically a function of the conference with endorsement by conference athletics directors. Contests and tournaments are scheduled by officers of the conference with consideration given to academic calendars of each member institution. Elon athletics staff monitor away and home games for balance and every attempt is made to avoid conflicts with the academic calendar such as exams, orientation and other “special campus events.” All programs stay within the NCAA-I maximum and minimum scheduling requirements.

Non-conference schedules are formulated by head coaches with approval from appropriate Athletics Administrators. Out-of-season contests are not held outside a 100-mile radius to avoid missed class time. On occasion, schedules are influenced by TV.

Elon is currently installing lights in Latham Park and this addition will help in reducing missed class time due to home games.

The Committee feels that Elon Athletics Administrators are aware of potential scheduling problems and are continually working to minimize or eliminate them.

XI. Request periodic updates/reports from FAR regarding NCAA and Southern Conference issues.

Mrs. Hightower (Faculty Athletics Representative) is placed on each Faculty Athletics Committee meeting agenda and reports on NCAA or Southern Conference issues regarding student-athletes, regulations and legislation. Reference to this information may be reviewed in meeting minutes. Each Committee member receives periodic e-mails on NCAA and athletics issues.

ANNUAL REPORT OF THE CURRICULUM COMMITTEE 2004-2005
Donna Van Bodegraven, Chair
As of April 4, 2005

The Curriculum Committee met each month to consider curricular changes and general curricular issues. NOTE: Items pending for the April and May meetings not included in this report.

1. The Curriculum Committee recommended the approval of reportable items with regard to:
 - a. Music
 - b. Human Services
 - c. Psychology
 - d. English
 - e. Education
 - f. Department of Foreign Languages (Spanish)
2. The Curriculum Committee recommended changes to the following majors or programs:
 - a. The History/Teacher Licensure program (to become a History/Social Studies Licensure program)
 - b. The English major and its various concentrations
 - c. The Journalism major, and the Cinema and Corporate Communications Concentrations within the Communications major.
 - d. The Education licensure programs.
3. The Curriculum Committee recommended adding a group of dual licensure programs in Special Education.
4. The Curriculum Committee recommended deleting the Behaviorally/Emotionally Disabled (BED) major as a major in the M.Ed. Special Education program, and the Social Studies licensure program, which was merged with the History licensure program.
5. The Curriculum Committee discussed thoroughly and recommended adding a foreign language graduation requirement.
6. The Curriculum Committee recommended increasing the minimum number of credits earned at Elon to receive an Elon degree from 33 to 60.
7. The Curriculum Committee reviewed and discussed the following documents and heard reports about:
 - a. A preliminary definition of service learning.
 - b. The team-taught Honors courses (from the General Studies Council).
 - c. The review and approval procedure for new upper level advanced General Studies interdisciplinary seminars.

- d. The review and approval procedure for new winter term and summer term study abroad courses.
 - e. The Elon College Fellows program.
 - f. The Journalism/Communications Fellows program.
 - g. The Jefferson Pilot Business Fellows program
8. The Curriculum Committee created subcommittees to study the requirement as stated on page 29, (item numbered 6) of the University catalog regarding the number of hours required to be completed at Elon.
 9. The Curriculum Committee heard an update on the Law School and discussed aspects of its program with Provost Francis.
 10. The Curriculum Committee received the report from a subcommittee to evaluate the option to join an Online Exchange consortium. The subcommittee concluded that Elon, at this time, should not join the consortium.
 11. The Curriculum Committee appointed Professor Bob Anderson as the Curriculum Committee representative on the search committee for the GST director.

YEARLY REPORT (2004 – 2005)
FACULTY RESEARCH AND DEVELOPMENT COMMITTEE

The primary task of FR&D is to evaluate and recommend funding for teaching faculty research and development activities. We successfully completed this as well as other important tasks.

Funding. FR&D reviewed applications for sabbaticals, summer fellowships, release-time fellowships (i.e., course release) and other (research, development and advanced study) funding opportunities. The committee approved 13 of 15 (87%) sabbatical applications, 12 of 15 (80%) summer fellowship applications and 1 of 1 (100%) released time fellowship applications. Additionally, the committee fully or partially approved 16 of 20 (80%) applications for other funding. Total funding awarded for 2005–2006 was \$352,776 as compared to \$296,393 for 2004–2005. It should be noted that, as a result of approval of an additional sabbatical, the original budget of \$333,802 was supplemented such that all awards for 2005-2006 totaled \$352,776. Additionally, FR&D is pleased to announce a \$40,000 increase its budget for 2006-2007 awards.

Distinguished Scholar Award. FR&D discussed, debated and clarified the application and selection process as well as the criteria associated with Elon's Distinguished Scholar Award. It is anticipated that, before the end of spring term, FR&D will submit a proposal to Academic Council requesting that the process and criteria be brought before the faculty for addition to the Faculty Handbook bylaws. The Distinguished Scholar Selection Committee (composed of two members of FR&D, last year's DSA recipient and two other faculty members) has been successfully planning for this spring's presentation by Dr. Clyde Ellis (the 2004 DSA recipient) and selecting the recipient of the 2005 Distinguished Scholar Award.

Role of FR&D at Elon. After studying the Faculty Handbook and discussing its role, FR&D agreed to: continue to organize and sponsor faculty research presentations during Planning Week in August, continue this year's addition of a funding opportunities session during Planning Week, facilitate movement away from the FR&D sponsored Brown Bag Lunch Series to departmentally sponsored colloquia, and to begin planning for future FR&D sponsored workshops on major topics related to faculty research and development (i.e., methodology, grant writing, statistical packages).

Other. FR&D will address, in upcoming meetings, issues related to defining and funding sabbaticals.

Respectfully Submitted by Tom Green, Chair FR&D

REPORT TO ACADEMIC COUNCIL

from

GENERAL STUDIES COUNCIL

MARCH 31, 2005

Foreign Language Requirement: During the 2004-2005 academic year, the General Studies Council (GSC) has addressed a number of issues, but none was more important or took more time and effort than the proposal to institute a foreign language requirement for all Elon University students. Therefore, this matter leads our report.

During Fall 2004, GSC created a subcommittee with the express charge of considering the impact on the General Studies program of a foreign language requirement. Simultaneously, an appointed Foreign Language Initiative Committee (FLIC), chaired by Associate Provost Nancy Midgette, was creating proposed wording and structure for such a requirement. When this proposal came to the GSC, it was sent to our subcommittee for consideration. The subcommittee studied the proposal very thoroughly and made numerous suggestions, comments and raised pertinent questions, then brought the matter back to the full Council.

After lengthy discussion, GSC proposed an alternate plan which varied in a number of particulars from the proposal from the FLIC. This alternate plan was sent back to the FLIC for consideration. The FLIC adopted some, but not all, of GSC's recommendations. When the edited proposal came back to GSC from the FLIC in November 2004, Council weighed this proposal against Council's own earlier counter-proposal and, after lengthy debate, Council endorsed the proposal from the FLIC and sent that proposal on to the Curriculum Committee. The foreign language requirement was approved by the Elon University faculty in February 2005 and will go into effect in September 2005.

Guidelines for Honors Team-Taught Courses: GSC created guidelines for these courses as a result of the new Honors program. The chair of GSC was invited to the Curriculum Committee's December 2004 meeting to answer questions concerning these guidelines and the question of how faculty members are chosen for these courses.

Upper-Level General Studies Seminar Proposals: GSC has a subcommittee that reviews proposals and, when its members deem a proposal ready for the full Council to consider, brings those proposals to Council. We have considered a number of these proposals this year, and anticipate more before the end of the academic year.

Service-Learning Course Designation Guidelines: GSC read and responded to a request from the Service Learning Faculty Advisory Committee with regard to proposed guidelines to formalize the process by which a course can have official Service Learning designation (i.e., an -SL suffix to the course number, such as ENG 111-SL.) Council endorsed the document in general and sent it back to the Service Learning Faculty Advisory Committee with some suggested changes.

Search for New Director of General Studies: GSC appointed three of its members to the search committee charged with naming a replacement for Steve Braye as Director of General Studies. Steve's tenure in that position will end after the 2005-2006 academic year, and the new director will share duties with Steve during the 2005-2006 academic year in order to "learn the ropes." Janet Warman has been chosen as the incoming Director.

ON OUR AGENDA FOR THE REST OF THIS YEAR

- Evaluate additional proposals for upper-level General Studies seminars
- Invite the new Director to our April meeting to take a look at the GSC's five-year plan, which runs 2000-2005, and thus needs to be rewritten for the next five year period. This is obviously an initiative for the incoming Director to lead, starting next academic year.

ON OUR AGENDA FOR 2005-2006

- Write a new five-year plan for General Studies
- examine the Lab Science requirement, specifically, explore the question of what constitutes a laboratory science course

Respectfully submitted on behalf of General Studies Council,

Ernie Lunsford

Ernest J. Lunsford, Chair

Graduate Council Annual Report to Academic Council 2004-2005

Graduate council met monthly this year to keep abreast of and keep oversight over the three existing graduate programs and the new proposed program. We heard and accepted a proposed change to the M.Ed. Program and were kept up to date on changes that are in the works for the MBA. The committee was kept up-to-date on the progress towards the decision on the new School of Law, and were kept informed about the search for a founding dean.

We continued our work examining graduate programs at a list of peer institutions and have generated a draft report on that research. It is hoped that the draft can be presented to the Provost's office by the end of the year.

The committee was kept informed about some new marketing plans and tie-ins.

Submitted by Skip Allis.

**INSTITUTIONAL REVIEW BOARD REPORT TO ACADEMIC COUNCIL
MARCH 31, 2005**

The IRB has received and processed forty-five applications concerning research involving human subjects during the academic year (thus far) 2004-05. Of these, the vast majority have been approved under “Expedited” review (34), while eleven (11) received “Exempt” review. We have conducted no Full reviews.

All-in-all the committee is functioning well, but the heavier load and increased application by students make it apparent that the time is fast approaching when a full-time staff assistant in the office of Sponsored Programs will be needed. The Sponsored Programs workload is increasing with the emphasis on research and, in conjunction with the increased IRB load, there is a continued and pressing need for clerical assistance to both Sponsored Programs and the IRB.

Progress is being made on bringing the application process on line, but there is still work to be done. The constantly evolving state of the Federal Regulations and various controlling authorities makes keeping current a primary function of the Board. Materials have been collected for the creation of an IRB website—the site is currently under development, but we hope to have it up by the Fall. Hopefully, we will have the full application process automated in the Elon University computer system.

In addition to the website, we have been working diligently to educate Board members and faculty. Dr. Timothy Lightfoot, a national expert on Human Subjects Research, will visit campus in April to hold sessions for the Board and faculty, review our procedures, and make suggestions.

Michael R. Frontani, Chair
Submitted March 31, 2005

Library Committee

Annual Report to Academic Council, 2004-2005

Committee members: Kate Hickey (Director, Belk Library), Kyle Altmann, Grace Bass, Mayte De Lama, Harlen Makemson (Chair), Janet Myers, Doug Stemke (Secretary), and student members Tyler Beddoe, Clifton Johnson and Rebecca Shirey.

The committee met in the months of August, September, October, November, February and March, and has meetings scheduled for April and May. The committee focused on the following primary tasks and initiatives:

Faculty ordering process

The committee studied the effectiveness of the current departmental representative system for ordering in light of the library's new goals to increase holdings. Forty-seven faculty members responded to an online survey, and just more than half recommended either that faculty be allowed to order directly from the library, or that departmental librarians have more discretion to place orders. After the studying the issue, the committee has made a tentative recommendation to discontinue the departmental library representative system, with individual departments having the choice to opt out after consultation with library staff. Final action on the recommendation is scheduled for the April meeting.

Long-term space issues

Belk Library's popularity is remarkable, and is both a sense of pride and a future challenge. Increased daily student traffic (up 34 percent since 2000) and the rapidly expanding collection (circulation up 78 percent in the same period) are beginning to put a strain on the building's capacity. The committee reviewed the policies for moving resources to off-site storage and suggested ways to better handle space issues in the short term, such as better publicizing other computer labs on campus and developing a sign-in system for study rooms. In the long term, the committee discussed the integral nature of such offices as the Writing Center, Tutoring Center, Media Center and Student Technology Lab to the vitality of the library, and agreed that any future changes to the library must not include moving those services to other locations on campus. The committee is drafting a brief report on these issues and is scheduled to approve it in the April meeting.

Budget

The committee tracked spending trends throughout the school year, reviewed the allocation formula for library funds, and has made tentative recommendations for how to spend special funds for the 2005-2006 academic year. The committee is scheduled to approve those recommendations in the April meeting.

Respectfully submitted,
Harlen Makemson, Chair

PT&P REPORT FOR 2004-5 ACADEMIC YEAR

Committee members:

Dr. Victoria Fischer Faw, Chair

Dr. Stephen Bailey

Dr. Anne Bolin

Dr. Connie Book

Dr. Kevin Boyle

Dr. Seena Granowsky

Professor Janice Richardson

Dr. Matt Valle

ACTIVITIES:

SPRING 2004 (Announcement of 2003-4 final decisions)

1. Chair consulted with immediately past committee to select successful files to use as models in the coming year. Requested the use of files from those faculty members, and asked them to submit them to Barbara Walsh in the Provost's office for use during the following season. Notified Barbara Walsh.
2. Chair met with Dr. Francis to discuss and set agenda for spring general information meeting.
3. Spring General Information Meeting held May 6, 2004. Previous chair of PT&T, Dr. Herb House officiated, describing the "4 States of Evaluation Process for Promotion and Tenure/Professional Status" and the "Timeline for P&T Process." Dr. Francis added comments and fielded questions from those attending. New chair (Fischer Faw) in attendance but as observer only.
(New chair responsible for setting up this meeting and communicating through announcements on email and at previous faculty meeting if possible)

SUMMER 2004

1. Aug. 24: Chair met with Dr. Francis and Dr. Midgette
2. Aug 26 (Planning Week) Organizational meeting with committee to describe general procedure and make schedule

FALL 2004

1. Sept --- Committee meeting with Provost and Asst Provost
2. Fall General Information Meeting: September 16 at 4:00
3. Sept.: Chair met with Deans to discuss procedure
4. Sept.: Chair met with Chairs to discuss Peer Review Document
5. October 15-November 30: Committee reviews files individually
6. Committee meetings to discuss files and deliberate: October 27, Nov 4, Nov 12, Nov 15
7. December 1: Committee recommendations submitted to Dr. Francis

SPRING 2005

1. Jan 31: Committee meeting with Dr. Francis and Deans regarding recommendations
2. Feb 9: Committee meeting with Dr. Francis regarding recommendations
3. April Faculty Meeting: new committee elected
4. April: New chair elected
5. April: Past Committee requests use of model files for next year's candidates perusal
6. April: Past committee submits any procedural suggestions or recommendations to Provost
3. April: General Information meeting co-hosted by immediate and new committee chair

Religious & Spiritual Life Committee – Year End Report for 2004-2005

Members of the Committee: Richard McBride, Kate Colussy Estes, Jane Wellford, Jim Donathan, Michael Fels, Juliane Hammer, Matt Spainhour (student representative), Jason Pressberg (student representative)

- Meetings occurred on 3 occasions during the academic year, with a 4th meeting still to occur in April. These meetings were generally well attended: August 26th, 2004, October 13th, 2004, and February 28th, 2005. Minutes of each of these meetings is on file with Academic Council.
- One of the main goals of this committee was to act as support for the Truitt Center staff and interns and their programs. We, as a committee, have attended most of the numerous religious and spiritual functions presented by the Truitt Center and encouraged others throughout our campus to do so as well.
- This committee also acts as a “listening ear” to the campus and brings information back to the Truitt Center of religious or spiritual concern. (Example: What’s on students and faculty minds, how religious and spiritual events are received, what could we improve upon with the programs offered, etc.) Among some of the shared topics were the possibility of having our committee give out folders/flyers in such classes as Wellness and Global Experience to make students aware of spiritual enrichment and religious education opportunities on Elon’s campus, encouraging others to attend chapel, etc.
- It should be noted that the Seven Truitt Center Coordinators (a brainchild of the Chaplain’s Office) is one of the best enrichments to the religious & spiritual life of Elon’s campus this year. These students have been an extraordinary breath of fresh air in the life of Elon’s Chapel programs, workshops, retreats, dialogues, interfaith worship events and guest speakers. They have worked hard, putting in at least 20 hours a week on the Truitt Center programs generated throughout our campus.
- It is such a blessing to have the physical space of The Truitt Center building, where members of Elon community and Religious & Spiritual Life organizations can have a regular meeting place for planning, enrichment and events. This new facility this academic year is a most welcome addition to the life of the religious and spiritual programs of Elon’s campus.
- The staff at the Truitt Center has been amazing. They work around the clock for students and staff doing counseling of students, staff and faculty, memorial services, in addition to promoting a zillion religious and spiritual life programs, speakers and events throughout the campus. I especially commend Rene Summers for her countless hours as Executive Secretary for the Truitt Center in coordinating the staff, student workers, and events that this Religious & Spiritual Life Center generates.

- One goal that was suggested this past fall still remains to be accomplished: the creation of an advisory board for the Truitt Center. This was mentioned in our fall minutes as a suggested idea for both Truitt Center and Religious & Spiritual Life Committee. This board would be comprised of community people and/or non-elected faculty/staff at Elon who are creative thinkers who might “think outside the box” in ways to enhance Elon’s religious and spiritual life. This will be brought up at our final April, 2005 meeting whether or not to pursue this as a goal for this committee.
- Programs that were generated by Truitt Center and supported by Religious & Spiritual Life Committee during 2004-2005 include the following:
 - Sept 3rd & 4th - Fall Retreat of Truitt Center Seven with Mentors
 - Sept. 10th – Alatheia Concert, Female Christian Band
 - Sept. 29th – Eleanor Wiley, Artist & Speaker, “A String and A Prayer”
 - Oct. 11th – Dedication of Truitt Center for Religious & Spiritual Life
 - Nov. 9th – Elon University Interfaith Worship Service
 - Feb. 16th – Allan Johnson: “Unraveling the Gender Knot”
 - Mar. 7th – John Green: “The Twelve Tribes of American Politics”
 - March 14th - Sister Helen Prejean: “Dead Men Walking”
 - April 12th – Interfaith Dialogue
 - April 20th – Interfaith Worship Service
 - May 20th – Rabbi David Saperstein, Baccalaureate Sermon
 - Elon Community Chapel, on going, every Thursday, 9:50-10:20 a.m.

It was indeed a pleasure to serve on this committee for this past academic year!

Respectfully submitted,

Jane Wellford, Chair

Student Life Committee Report to Academic Council

Committee Members:

Gabie Smith (Chair), Laurin Kier, Dianne Ford, Tim Vercellotti, Valronica Scales

Fall semester – Michael Dixon, Sarah Wobbecke

Spring semester – Joel Brody, Sam McGuire

Smith Jackson (Vice President of Student Life and Dean of Students, ex officio)

Angie Passarelli (Director of Leadership and Organizational Development, ex officio)

Goals and accomplishments during 2004-2005:

1) To implement new application and review process for student organizations developed last year

In the 2003-2004 academic year the committee became concerned with possible overlap between new and existing organizations (as reported in last year's report submitted by Dr. Nemcik, "We are addressing possible changes in the approval process under which proposed organizations and possibly their advisors would need to meet with the SLC and/or the SGA before formulating bylaws, to discuss the way the organization would serve the student community."). This resulted in the development of organizational clusters (Club Sports, Academic, Service, etc.) and identifiable cluster heads whose approval is required prior to submission of bylaws for any new organization. We believe that this organization has allowed a number of viable groups to be proposed while balancing needs with groups already in existence.

As we implemented this new procedure, we met with those involved in the oversight of particular clusters, including Dr. Mary Wise (Academic Honoraries) and Meghan Dillon (Club Sports). We have proposed the development of specific bylaws templates for each type of organization (service, academic, club sports, etc.). Meghan Dillon has worked with the committee to create a bylaws template specific to Club Sports.

2) To work directly with student organizations in development of bylaws that will guide the organization

The SLC members work in pairs to assist each new group interested in forming a student organization with the development of bylaws. After bylaws have been developed and revised, they are posted on the SLC Blackboard site for full committee review. During committee meetings, we discuss specific organizations and decide whether to recommend them for approval. Nine new student organizations have completed this process so far this year (PRSSA, College Democrats, International Studies Society, Ski & Snowboarding, Alpha Kappa Delta, Economics Club, Cycling Club, Delta Delta Delta, Tennis Club). In addition, nine proposed groups are currently in the review process (Martial Arts Club, Circle K, Golf Club, Aces High Poker Club, Young Life Quest, Human Service Club, All male Accapella Group, Triathlon, Club Softball). Some of these groups will complete the process by the end of this academic term, whereas others will complete it in the fall.

3) To continue to support of newly formed student organizations

We've met with four student organizations ready for their 3-month committee review (Phi Alpha Delta, Club Baseball, Rotaract, Club Baseball, Ski & Snowboarding). During these meetings, we ask the officers to share their greatest challenges and successes so far. The committee also provides information regarding resources.

4) To be informed about and involved in campus initiatives involving student life

The Chair of SLC attended Board of Trustees meetings relating to student life. Two SLC members were appointed to work with Rex Waters on a campus-wide ad hoc committee addressing smoking issues on campus. The committee also meet with members of the Interfraternity Council regarding their proposal for a new NIC-affiliated fraternity on campus. One SLC representative is currently serving on the selection committee for the new fraternity.

Submitted by Gabie E. Smith

Study Abroad Committee Report to Academic Council

Committee Members: Bird Stasz, Maureen Vandermaas-Peeler, Anne Bolin, Fred Rubek, Robert Vick (chair), Vic Costello, Betsy Stevens, Donna Van Bodegraven, Larry Basirico, Dean of International Studies, *ex officio*, Steve Braye, Director of General Studies, *ex officio*, Paul Fromson, Director of the London Winter Term, *ex officio*, Melissa Borger, student, and Steve McCoy, student

Goals and Accomplishments for 2004-2005

1. Examine and modify documents pertaining to the SAC and the Isabella Cannon Centre

In our second year as a standing committee we continued to modify our by-laws and procedural documents. After much discussion, the “Curricular Review Procedure” document was finalized. The committee also slightly modified the “Guidelines and Instructions for Submitting a Short Term Study Abroad Course Proposal” document. These documents will help faculty in proposing new courses and help faculty in generating the documentation that the committee needs to adequately review established courses.

2. Review of new study abroad course proposals

The main task of the committee in the fall is to evaluate WT and summer study abroad proposals. One WT and 3 summer term proposals were evaluated. Three courses were approved and sent to the Isabella Cannon Centre.

3. Review existing courses

Part of the charge of the committee is to review existing courses. In conjunction with the Isabella Cannon Centre, a list of existing courses and the approximate date of establishment was generated. This list will help in establishing the review cycle. Currently, we are reviewing 2 courses.

4. Updates from the Isabella Cannon Centre

The committee was given regular updates from Larry Basirico, Dean of International Studies, on the progress of approved courses and updates from the 2005 WT.

4. There were several issues that were discussed in 2004-2005 which included:

- Saturation of study abroad courses, whether by location, culture, or language
- Courses that have not been approved by the SAC that might include a short non-US travel component
- New satellite programs
- 200/300 level courses
- The process of student approval for study abroad courses

Submitted by Robert Vick