Organization & Administration Committee Report to SenEX, April, 2013

<u>Charges:</u>
1. Review activities of O&A in past five years and consider whether the O&A Committee might be disbanded, or the charges amended, to make the committee more useful and relevant. Seek input from Governance Staff, Provost's Policy staff, and other administration offices to determine whether O&A's responsibilities might be better served in other groups.

Primary Activities of O&A Previous Five Years:
-Reorganizing of the Senate Code
-Proposals to include classified and unclassified staff in senate and on committees
-Provide input/feedback about committee composition

Feedback from Governance Staff and General Consensus of Committee:
There is a need for O&A Committee
- Committee is vital asset to the organization.
- There may years with very little work and no need to meet regularly but the university needs the committee.
- Recommend revisiting the recommendations from 2010

2. Consider the proposal from the Student Body President and Vice President submitted to SenEx on 9/11/12 that course syllabi be posted 1-2 weeks prior to the first day of class so that students who wish to drop a course may do so before the 100% tuition refund closing date. Also consult with the Registrar's Office, IT personnel, and others about the feasibility of moving the 10% tuition refund penalty for dropping a class from the first course day to later in the week.

General Consensus of Committee:
Students would like to know the major aspects of the course, when are exams held, grading policies to make informed decisions about the course.

Particularly, major concerns are related to grading policy, out of class time requirements such as exams, assignments.

The general consensus of the committee is providing as much information to students about the class in advance.

Recommendations include:
- Encourage a Best Practice that would request that instructors post syllabi to Blackboard prior to the first day of class. (Best Practices Statement Submitted)
- Encourage inclusion of how to learn about course requirements during orientation sessions.
- Make the websites with information more user-friendly