PROCEDURAL SEQUENCE FOR ACADEMIC SENATE APPROVAL OF PROPOSALS

99-21

1. Submit all proposals to the Office of Academic Affairs.
2. The Senate President will log items and forward them to the appropriate Senate subcommittees.
3. The Senate subcommittee will send the proposal to the Senate.
4. Senate proposals will be considered by the Full Faculty.
5. If approved, the proposal will then be forwarded to the Vice Chancellor.

Proposals that require action to approve/disapprove/table or remand will be sent back to the Senate according to the monthly meeting schedule.

TITLE: Faculty Signatures on Registration

SUBCOMMITTEE: _____ **PROPOSAL #:** _____

PROPOSAL:

"For Information Only"

Action Signatures:

_____ Date _____
Submitter

_____ Approve _____ Disapprove _____ Date _____
Committee Chair

FYI

~~Approve~~ _____ Disapprove _____ Date _____
Faculty Senate President 11/23/99

_____ Approve _____ Disapprove _____ Date _____
Vice Chancellor for Academic Affairs

TO: Ted Spatkowski
President, Academic Senate

FROM: Roger Barber RogM

RE: Faculty Signatures for Registration

DATE: October 19, 1999

At the first meeting of the Academic Senate this fall, I asked the members to consider possible modifications to the "faculty signature" rule. At that meeting, I pointed out a number of problems caused by the requirement, including:

--distant students who don't have access to an advisor, and have to rely on campus personnel to track down the necessary signature. . .or figure out some way to circumvent the rule;

--drop-in students, especially in the summer, who come to Havre and the campus for a day to take advantage of open registration. . .and then can't find an advisor;

--on-line registration, which is still in its infancy on campus, but could become a common tool for students who want to utilize that new technology.

I understand the Senate membership has talked about some of the problems. But it is also my understanding that no formal action has been taken on my request. It may well be the decision of the Senate not to change the rule in any way. But at your suggestion, I am writing this memo to hopefully initiate some kind of formal discussion and possible action.

In the interim, and after consultation with the chairs/interim deans, I have decided to suspend the "faculty signature" rule for DISTANT STUDENTS during the upcoming spring pre-registration period. They are the students most affected. . .and frustrated. . .by the requirement, and in these perilous enrollment times at Northern, we don't need to discourage students from signing up for our classes. Obviously, if distant students do consult with a faculty member, and somehow get the necessary signature, they will be registered.

I look forward to your counsel on this issue.

TO: Mike Rao
Steve Jamruszka
Janice Brady
Richard Fisher
Ted Spatkowski

FROM: Roger Barber Roger

RE: Faculty Signatures for Registration

DATE: October 19, 1999

After consultation with the chairs/interim deans, I have decided to suspend the rule FOR DISTANT STUDENTS ONLY that requires a faculty signature before they can register. The suspension will only be in effect for Spring Semester 2000 registration.

The signature requirement was adopted by the faculty last year, with the expectation that it would improve retention of students and eliminate some of the problems that students encounter when they file graduation papers. While those goals are laudatory, the new rule has caused significant problems:

--distant students often do not have access to faculty members, and must rely on campus personnel to track down the appropriate signature. . . or figure out some way to circumvent the rule.

--drop-in students, those students who make a special trip to Havre and the campus for a day to register, often cannot find the right faculty member to sign their registration form; this was a big problem during the summer, and Korinne Tande became the universal advisor for many programs.

--on-line, computer registration may be complicated by this problem. Although that technology is not widely used on campus yet, the "faculty signature" rule will certainly make the process more difficult.

Earlier this semester, I asked the Academic Senate to think about these problems and suggest some possible solutions or modifications for the rule. To date, that hasn't happened, although I have been assured by Ted Spatkowski, the Senate president, that a discussion will take place.

I don't think our distant students can wait, however, so I have decided to take this modest step. We need to make the registration process as painless as possible. Until we confront the effect this rule has on some students, I think the appropriate remedy is a temporary suspension.

Obviously, this decision does not affect on-campus students. They will still be required to meet with an advisor and get the necessary signature. Distant students should also be encouraged to work with an advisor, if they can; many have already established relationships with faculty members, and routinely consult with them during the registration process.

If you have any questions about this decision, I would appreciate hearing from you. I will continue to ask the faculty's help in solving this troublesome problem.