

**GEORGE MASON UNIVERSITY
AGENDA FOR THE FACULTY SENATE MEETING
MARCH 5, 2014
Robinson Hall B113, 3:00 - 4:15 p.m.**

I. Call to Order

II. Approval of the Minutes of February 5, 2014

III. Announcements

Provost Peter Stearns
Summer Schedule

IV. New Business - Committee Reports

A. Senate Standing Committees

Executive Committee

Academic Policies

Double Counting Categories in the Mason Core
Undergraduate Leave of Absence Policy

Attachment A
Attachment B

Budget & Resources

Faculty Matters

Nominations

Lisa Billingham, Doris Bitler-Davis, Carol Cleaveland, Robert Dudley, and Keith Renshaw are nominated to serve on the Ad Hoc Committee on Textbook Affordability

Organization & Operations

Charge for the Ad Hoc Committee on Textbook Affordability
Allocation of Senate Seats 2014-15

B. Other Committees/Faculty Representatives

Faculty Handbook Committee - Suzanne Slayden, Chair

Attachment C

V. Other New Business

VI. Remarks for the Good of the General Faculty

VII. Adjournment

ATTACHMENT A

Double Counting Categories in the Mason Core

Currently:

Students must take discrete courses in each area of the Mason Core. That is, they are not allowed to count a course in multiple areas, even if the course seems appropriate for that category.

Proposed:

The Mason Core committee has voted to allow students to double count up to 6 credits in Mason Core categories. Categories *restricted* from double counting would be: Quantitative Reasoning, Oral Communication, and Written Communication (lower and upper level) since these are viewed as foundational areas of the Core.

Procedure:

If a unit would like a course to count in multiple areas, the unit would need to explain how this course meets the learning outcomes for both areas. If a course is already on the Mason Core list, and another category is desired, the Local Unit would need to put the course forward, and it would need to be approved by the Mason Core committee for that particular category.

Catalog copy (under Mason Core requirements): (new language in **bold**)

University General Education is divided into three sections: foundation, core and synthesis. Each section contains courses that have specific learning outcomes for students and are assessed on a regular basis. **In some instances, student may be able to double-count courses that meet the learning outcomes for more than one category (maximum 6 credits). Courses that apply to more than one category are indicated on the full Mason Core list.**

ATTACHMENT B

UNDERGRADUATE LEAVE OF ABSENCE POLICY

Rationale for Change of Policy

- **Retention:** Registrar's office has the ability to keep in touch with students (who sometimes simply disappear and then reappear years later)
- **Student access:** Students retain their Mason identity – email, use of library services, etc. Ensures a smoother transition for all students when they wish to re-enroll. Extensions will be anticipated and will be granted.
- **Faculty responsibility: No additional requirements from faculty.**
- **Advisor responsibility:** Advisors will be trained to complete the forms necessary for the leaves. Registrar's office will handle all paperwork from that point, and the Registrar's office will take responsibility for making sure that every faculty member knows about the changes.
- **University norms:** All other public universities in Virginia have an undergraduate leave of absence policy.

Current Catalog – Admissions Section

Enrollment after Previous Attendance

Students in good academic standing who have missed two or more consecutive semesters of enrollment (excluding summer term) at Mason and do not meet any of the excluded categories listed below under Readmission after Previous Attendance may re-enter by completing a re-enrollment form available through the Office of the University Registrar at registrar.gmu.edu/forms/. For graduate students and some undergraduate programs, academic department approval is also required.

Readmission after Previous Attendance

Students who have missed two or more consecutive semesters of enrollment (excluding summer term) at Mason must apply for readmission through the Office of Admissions if any of the following conditions are true:

- The student has not been enrolled at Mason for five years or more.
- The student is an undergraduate returning after any absence during which he or she studied at another institution without prior written permission of his or her school or college. Such students must reapply as transfer students.
- The student is in F-1 or J-1 visa status.
- The student was suspended or dismissed from any college or university for nonacademic reasons.
- The student was academically dismissed from Mason.
- The student was ever convicted of a felony.

Proposed Changes (in bold) to the catalog

Enrollment after Previous Attendance

Undergraduate students in good academic standing who have missed **one** or more consecutive semesters of enrollment (excluding summer term) at Mason and do not meet any of the excluded

categories listed below under Readmission after Previous Attendance may re-enter by completing a re-enrollment form available through the Office of the University Registrar at registrar.gmu.edu/forms/.

Undergraduate students do not need to submit a re-enrollment form if an approved Leave of Absence is on file. Upon re-enrollment, undergraduate students who do not have an approved Leave of Absence on file will be required to meet new catalog year requirements. Some academic programs require departmental approval prior to re-enrollment.

Proposed Changes (in bold) to the catalog, continued

Readmission after Previous Attendance

Undergraduate students who have missed **one** or more consecutive semesters of enrollment (excluding summer term) at Mason must apply for readmission through the Office of Admissions if any of the following conditions are true:

- The student has not been enrolled at Mason for more than 2 years.
- **An approved Leave of Absence form is not on file.**
- The student is an undergraduate returning after any absence during which he or she studied at another institution without prior written permission of his or her school or college. Such students must reapply as transfer students.
- The student was suspended or dismissed from any college or university for nonacademic reasons.
- The student was academically dismissed from Mason.
- The student was ever convicted of a felony.

Additions to the catalog - Registration and Attendance section

Re-enrollment after previous attendance

Undergraduate students who have missed one or more consecutive semesters must follow the requirements detailed in the Enrollment after Previous Attendance section in the Undergraduate Admissions section of the catalog. Graduate and Non-Degree students who have missed two or more consecutive semesters must re-enroll. All graduate students must receive departmental approval prior to re-enrollment.

Leave of Absence

All Undergraduate students who are planning an absence from George Mason must submit a formal request for Leave of Absence to the Office of the University Registrar. This form is available at <http://registrar.gmu.edu/forms/>.

Students do not need to complete the Leave of Absence form if they are participating in a George Mason University sponsored study abroad program or have received permission to study elsewhere. Leave of Absence Policy and Eligibility Requirements

1. The maximum time allowed for a Leave of Absence is two years.
2. A new admission application will be required if a student is away for more than 2 academic years OR a Leave of Absence form was not submitted. Re-admission is not guaranteed.
3. Prior approval is required. Advisors approve one semester requests. Advisor and Dean approval is required if the leave of absence requested is for more than one semester.

4. The Leave of Absence form must be submitted by the last day to drop for the semester in which a leave is requested.
5. Students are not permitted to study elsewhere while on a Leave of Absence.
6. A student who was admitted as a new first semester freshman or transfer student but did not attend will not be eligible for a Leave of Absence. Instead, he or she must contact Undergraduate Admissions.
7. A student who was re-admitted but did not attend will not be eligible for a Leave of Absence. He or she must contact Undergraduate Admissions.
8. Requests for extensions on a previously submitted Leave of Absence require submission of a new Leave of Absence form.
9. The following criteria are also required.
A student must:
 - i. Be eligible to register for classes
 - ii. Be a degree-seeking undergraduate student
 - iii. Be registered during the semester immediately prior to the beginning of the Leave of Absence
 - iv. Have no holds (e.g., disciplinary, financial, etc.) which would restrict registration

ATTACHMENT C
Faculty Handbook Revision Committee
March 5, 2014

Proposed Revisions to the Faculty Handbook

Part I

The proposed revisions are those that the Faculty Handbook Revision Committee has been considering at its regular meetings during the 2013-2014 academic year. They were presented to the Faculty Senate on Feb. 5, 2014 for discussion. No pertinent additional comments or suggestions were received by the Committee and no further changes to the proposed revisions were made. The proposed revisions are linked to <http://www.gmu.edu/resources/facstaff/senate/FacultyHandbook/fac-hndbk-rev.htm> .

The Committee moves

That the Faculty Senate approve the proposed changes to the Faculty Handbook with no further revisions at this time other than those necessary to correct typographical and grammatical errors.

[Note: A motion to "refer to the Faculty Handbook Committee with instructions" is in order.]

Part II

The Rector has asked the Faculty Senate to revise the Faculty Handbook 1) in the Preface to state the relationship between the Faculty Handbook and the Code of Virginia, and 2) in Chapter 1, **Section 1.2.5** "Faculty Participation in the Selection of Certain Members of the Central Administration".

At this meeting of the Faculty Senate, the Committee will present suggestions for revisions and ask for brief discussion. Afterwards, the Committee will amend the revisions if necessary. At the April 2, 2014 Faculty Senate meeting, the Committee will ask that the proposed revisions be voted on without further change.

The Committee welcomes comments and suggestions before and after the Faculty Senate meeting.

The proposed revisions are linked to <http://www.gmu.edu/resources/facstaff/senate/FacultyHandbook/fac-hndbk-rev.htm> .