

September 14, 2011

MEMORANDUM

TO: University Senate Members

FROM: Eric Kasischke
Chair of the University Senate

SUBJECT: University Senate Meeting on Wednesday, September 21, 2011

The first meeting of the University Senate will be held on Wednesday, September 21, 2011. The meeting will convene at **3:15 p.m.**, in the **Colony Ballroom of the Stamp Student Union**. If you are unable to attend, please contact the Senate Office¹ by calling 301-405-5805 or sending an email to senate-admin@umd.edu for an excused absence. Your response will assure an accurate quorum count for the meeting.

The meeting materials can be accessed on the Senate Web site. Please go to <http://www.senate.umd.edu/meetings/materials/> and click on the date of the meeting.

Meeting Agenda

1. Call to Order
 2. Approval of the May 4, 2011, Senate Minutes (Action)
 3. Report of the Chair
 4. 2010-2011 Senate Legislation Log (Senate Doc. No. 11-12-01) (Information)
 5. Revised Recommendations Regarding Final Exam Scheduling Procedures (Senate Doc. No. 09-10-07) (Information)
 6. Approval of the Standing Committee & Council Slates 2011-2012 (Senate Doc. No. 11-12-02) (Action)
 7. Proposal for a Tobacco-Free Campus (Senate Doc. No. 08-09-15) (Action)
 8. Amendment to the UMCP Policy for A Student's Medically Necessitated Absence From Class (Senate Doc. No.11-12-07) (Action)
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9. Facilities Master Plan Review (Senate Doc. No. 10-11-46) (Action)

10. New Business

11. Adjournment

University Senate

May 4, 2011

Members Present

Members present at the meeting: 123

Call to Order

Senate Chair Mabbs called the meeting to order at 3:19 p.m.

Election of the Chair-Elect

Chair Mabbs announced that the SEC met last week and agreed that the results for the Chair-Elect would not be displayed at the meeting but anyone could request the results from the Senate Office. She introduced Francis Alt, Robert H. Smith School of Business and Martha Nell Smith, College of Arts & Humanities as the candidates for Chair-Elect. She opened the floor to nominations. Hearing no additional nominations, she requested that all voting Senators vote on the Chair-Elect. Chair Mabbs announced that Martha Nell Smith had been elected Chair-Elect.

Approval of the Minutes

Chair Mabbs stated that because we were unable to reach a quorum at the April 21, 2011 meeting, we could not conduct business. However, a brief memo described the informational items presented at that meeting. The action items slated for that meeting have been transferred to today's meeting. Mabbs asked for additions or corrections to the minutes of the April 7, 2011 meeting. Hearing none she declared the minutes approved as distributed.

Report of the Outgoing Chair, Linda Mabbs

Chair Mabbs stated that she really enjoyed her past year as Senate Chair. She gave a brief overview of the activities from the past year including, the hiring of a new President, a new Provost, a new Assistant President and Chief of Staff, ongoing searches for several Vice Presidents, creation of a new college—College of Computer, Mathematical, and Natural Sciences (CMNS), reorganization of the College of Education, implementation of the new General Education Program, a new Diversity Plan, and the Medical Amnesty Policy. Mabbs thanked the Senate committee members and chairs for their efforts this past year. She welcomed incoming Senate Chair Kasischke and wished him the best.

Chair Mabbs summarized her comments at President Loh's inauguration ceremony. She explained that the Senate is a unique body whose elected representatives come from all constituencies on our campus. She explained that we share the governance on this campus and look forward to continuing the close relationship that we have established with him. She urged the President to reach out to the Senate and stated that working together we can move this institution forward.

Mabbs sang “So long, Farewell”, from the *Sound of Music* as she departed.

Kasischke thanked Mabbs for the outstanding service and leadership that she provided this past year, which has been particularly important during this time of transition at the University. He hopes to meet the high standards that she and other past chairs of the Senate have set.

Special Elections

Chair Kasischke thanked Timothy Hackman and the Nominations Committee for their work in developing the slates and the candidates who have agreed to run. He also encouraged senators to volunteer to serve on a senate committee. He then provided instructions on the process for the special elections.

Kasischke requested that all voting senators take out the ballots for the vote of the Senate Executive Committee and strike out Martha Nell Smith as a candidate because the chair-elect is an ex-officio member of the SEC. He opened the floor to nominations. Hearing none, he asked senators complete their ballots.

Kasischke asked all voting senators to take out the ballots for the vote of the Committee on Committees. He opened the floor to nominations. Hearing none, he asked the senators to complete their ballots.

Kasischke asked all faculty senators to take out the ballots for the vote of the Athletic Council. He opened the floor to nominations. Hearing none, he asked the faculty senators to complete their ballots.

Kasischke asked all faculty senators to take out the ballots for the vote of the Council of University System Faculty (CUSF). He mentioned that there is a vacancy for an alternate and opened the floor to nominations. Hearing none, he asked the faculty senators to complete their ballots.

Kasischke requested that all faculty, staff, and undergraduate senators take out the ballots for the vote of the Campus Transportation Advisory Committee (CTAC). Hearing none, he asked the senators to complete their ballots.

Chair Kasischke announced that Reka Montfort would announce the results of the special elections by email following the meeting. He explained that the new members of the SEC would be meeting on Thursday, May 12, 2011.

Kasischke announced that the Senate Meeting Schedule for 2011-2012 has been finalized and will be emailed to senators. He reminded everyone that only senators or those introduced by senators may speak. All speakers should state their name and constituency for the record prior to speaking.

Committee Reports

Proposal to Review the Practice of Scanning License Plates (Senate Doc. No. 10-11-54) (Information)

Kasischke gave a brief overview of the new system which scans license plates for parking violations instead of the old permit system. He explained that the Campus Affairs Committee has requested that the records from these scans only be retained for thirty days. They have also asked the Department of Transportation Services and the Chief of Police to report back to the committee about any requests for information related to these scans. Kasischke further explained that this report was presented to the Senate as an informational item and has been forwarded to David Allen, Director of the Department of Transportation Services and Chief Mitchell.

PCC Proposal to Establish an Area of Concentration in Graphic Design within the Bachelor's Program in Studio Art (Senate Doc. No. 10-11-52) (Action)

Elizabeth Beise, Member of the Programs, Curricula, & Courses (PCC) Committee, presented the proposal to establish an area of concentration in Graphic Design within the Bachelor's Program in Studio Art to the Senate and provided background information.

Kasischke opened the floor to discussion of the proposal; hearing none, he called for a vote on the proposal. The result was 119 in favor, 0 opposed, and 2 abstentions. **The motion to approve the proposal passed.**

Revisions to the Policy and Procedures for Non-Creditable Sick Leave for Faculty Members (Senate Doc. No. 10-11-37) (Action)

Robert Schwab, Chair of the Faculty Affairs Committee, presented the proposal to revise the Policy and Procedures for Non-Creditable Sick Leave to the Senate and provided background information.

Kasischke opened the floor to discussion of the proposal.

Senator Milton, Faculty, School of Public Health, asked what the policy means in practice. Does it mean that for childbirth, a faculty member gets 25 days and the department cannot give them a longer period for maternity leave?

Schwab responded that the policy codifies existing practice. This policy allows a faculty member who must miss a class to have a colleague step in to teach for us. The current stated policy requires each department to have a formal policy on this. This proposal is to align the implicit policy with the official policy.

Senator Milton, Faculty, School of Public Health, stated that the language regarding childbirth suggests that we cannot give a progressive maternity leave to our faculty.

Schwab stated that that is beyond the scope of the charge to the committee. The alternative would be to preclude childbirth as an option but the policy does not say that the department cannot have any further policy on matters dealing with childbirth.

Senator Loeb, Faculty, Robert H. Smith School of Business, stated that he worries about overly specifying every possible scenario. He has concerns about creating a bureaucratic procedure that limits existing circumstances. He does not believe the current process needs to be changed.

Schwab responded that we are just removing the requirement that every department establish formal written procedure for this policy.

Senator Loeb, Faculty, Robert H. Smith School of Business, inquired how teaching on a religious holiday would change due to this policy.

Schwab responded that there is nothing in the revised policy that changes current practice. This merely removes the requirement that every department have a lengthy written policy that would have to identify every religious holiday that applied.

Senator Blagodarskiy, Undergraduate, College of Undergraduate Studies, asked what constituted those 25 days, all calendar days, all days excluding weekends, or only days where a faculty member is expected to teach or hold office hours.

Schwab stated that the committee's view was that the 25 days would apply to days in which a faculty member was expected to teach or hold office hours. The alternative would be to ask a colleague to step in on a day where you do not have official responsibilities.

Hearing no further discussion, Kasischke called for a vote on the proposal. The result was 83 in favor, 17 opposed, and 17 abstentions. **The motion to approve the proposal passed.**

**Faculty Affairs Committee Report on Amendment to the UMCP Policy on
Sabbatical Leave for Faculty
(Senate Doc. No. 10-11-54) (Action)**

Robert Schwab, Chair of the Faculty Affairs Committee, presented the proposal to amend the UMCP Policy on Sabbatical Leave for Faculty to the Senate and provided background information.

Kasischke opened the floor to discussion of the proposal; hearing none, he called for a vote on the proposal. The result was 105 in favor, 6 opposed, and 7 abstentions. **The motion to approve the proposal passed.**

**Transition of the Senate CORE Committee
(Senate Doc. No. 10-11-13) (Action)**

Laura Rosenthal, Chair of the CORE Committee, presented the proposal to amend the Senate Bylaws to reflect new General Education Program and Committee to the Senate and provided background information.

Kasischke opened the floor to discussion of the proposal.

Senator Calderon, Part-Time Undergraduate, College of Computer, Mathematical, and Natural Sciences, asked how engaged the students are on this committee and with such a small fraction of the committee composed of students, how can we ensure that their concerns are being addressed.

Rosenthal stated that the student membership was expanded but there was the need not to make the committee too large. She encouraged members to get involved and volunteer on the committee. She also stated that the committee now has a new membership with a new role so it is hard to assess their involvement.

Hearing no further discussion, Kasischke called for a vote on the proposal. He also noted that because this proposal required an amendment to the Senate Bylaws, it requires a 2/3 vote in favor. The result was 102 in favor, 11 opposed, and 7 abstentions. **The motion to approve the proposal passed.**

**Review of the Family Care Resource and Referral Service
(Senate Doc. No. 10-11-19) (Action)**

Cynthia Shaw, Chair of the Family Care Review Committee, presented the proposal to continue and slightly extend the benefits provided by the Family Care Resource and Referral Service to the Senate and provided background information.

Kasischke opened the floor to discussion of the proposal.

Senator Kahn, Faculty, College of Computer, Mathematical, and Natural Sciences, stated that this service does not solve our childcare problems. We should really have on-campus childcare that is subsidized by the University. This service is great and should continue but it is not the answer.

Shaw agreed that on-campus childcare would be great but in this current budget climate, it is not likely to happen. There are constituents on campus that do not have access to the resources necessary to do the type of research that this service provides so it does serve a purpose, and is, for example, especially beneficial for finding elder care. It is a Band-Aid but it is a good Band-Aid.

Senator Blagodarskiy, Undergraduate, College of Undergraduate Studies, asked for the dollar amount needed for the increased funding and where that additional funding would come from.

Shaw responded that the funding was negotiated with the consulting service but she is unsure where the funds would come from.

Senator Coates, Non-Exempt Staff, stated that she supports Senator Kahn's comments that we need childcare on campus. However, the family care service is wonderful in what it offers. The consultant met with her after-hours and gave her services above and beyond her expectations.

Senator Morrow, Graduate Student, College of Education, asked whether just using a consultant is a comment on the level of commitment that the University has to this service.

Shaw responded that there might be a transition to a regular staff member in the future. The current consultant is not interested in becoming a staff member so she would have to train someone else to take over.

Hearing no further discussion, Kasischke called for a vote on the proposal. The result was 98 in favor, 10 opposed, and 10 abstentions. **The motion to approve the proposal passed.**

Revisions to the Policy for Class Excuses from the Health Center (Senate Doc. No. 10-11-51) (Action)

Matthew Stamm, Chair of the Student Affairs Committee, presented the proposal to amend the Policy for Class Excuses from the Health Center to the Senate and provided background information.

Kasischke thanked Stamm for his extensive efforts on this proposal and opened the floor to discussion.

Senator Miletich, Undergraduate, College of Arts & Humanities, endorsed the proposal. When a student has a cold and all that they need is a day of rest, they do not want to have to go to a primary care physician or the health center. He was very supportive of the idea of a self-signed note.

Senator Gullickson, Faculty, College of Arts & Humanities, stated that not all faculty would establish a policy for their course so what are the consequences for not doing so.

Stamm responded that there is a section in the policy that explains the process of resolution of disputes. This aspect is as important as the grading requirements but the department head would deal with consequences.

Senator Blagodarskiy, Undergraduate, College of Undergraduate Studies, has concerns that this policy could have a negative impact if students abuse the policy for frivolous reasons. He feels like the requirement to go to the Health Center for an

excuse helps filter the frivolous excuses. He is not opposed to the revisions in the policy but asked how we prevent abuse of the policy.

Stamm responded that the Health Center does not currently issue excuses because 20% of their time was spent writing excuses. In the proposed policy, you can only excuse yourself once, so abuse would be limited to one time. The current policy states that medical excuses must come from the Health Center despite the fact that they no longer issue excuses. This policy allows any medical provider to supply documentation.

Senator Levy, Faculty, College of Computer, Mathematical, and Natural Sciences, asked whether the policy includes classes where we give exams.

Stamm stated that the new policy specifically states that self-signed notes cannot be used for major scheduled grading events such as exams or presentations. The instructor has the ability to state in the course policy for which circumstances self-signed notes will not be accepted.

Senator Levy further asked about the timeline in which a student should report that she or he would not be able to attend class.

Stamm stated that the new policy states that a student must notify the instructor before the class begins whether they plan to miss class because of illness and must provide the note upon their return to class. Students are also bound by the Honor Code.

Senator Goodman, Faculty, College of Computer, Mathematical, and Natural Sciences, asked why the word "minimum" was used instead of "maximum" in section 2.

Stamm responded that an instructor is only required to accept a self-signed note once but they could accept it more frequently if they chose.

Senator Goodman stated that it sounds like something the student does not what the instructor does. He questioned the wording in this section.

Stamm stated that the University's Legal Office crafted the language. This would not preclude an instructor from accepting more.

Senator Loeb, Faculty, Robert H. Smith School of Business, asked whether the revised policy takes into consideration courses where class participation is counted in their grading.

Stamm responded that a student could only use the self-signed note once a semester. However, this policy does not dictate how instructors handle that excuse. They could choose to give a make-up assignment or recalculate the grade without that excused day. The self-signed note is similar to an excuse from the Health Center and is akin to sick leave.

Senator Gabriel, Faculty, College of Engineering, stated that he was under the impression that attendance could not be counted towards a grade. It seems to be a non-issue for lectures.

Stamm responded that the attendance and assessment policy does not prohibit faculty from using attendance as a factor in grading. He further stated that small assignments or quizzes may occur during class so this protects a student from those situations.

Senator Gabriel asked what constitutes a “class.”

Stamm responded that a student would be excused from one class no matter the duration of the class session.

Senator Davis, Undergraduate, College of Undergraduate Studies, asked what determines a legitimate excuse from class.

Stamm responded that it is a personal assessment when you are feeling ill and you are unable to attend class or are contagious.

Senator Best, Non-Exempt Staff, stated that the Health Center is not free so a receipt from them should be a legitimate excuse.

Stamm responded that receipts are only given for prescriptions. Otherwise, they would have to print their student account log, which may violate HIPPA laws. He also noted that students do not typically go to the doctor for just a cold.

Senator Coates, Non-Exempt Staff, stated that students need to take the time to rest so that their illness does not escalate to a more serious illness. We should treat them as adults.

Stamm responded that this policy was suggested by the Health Center.

Senator Ahmed, Undergraduate, School of Public Health, stated that as a former Resident Assistant, he has seen illness spread through a residence hall. He also noted that going to the Health Center is not always feasible and asked how this policy will be shared with the undergraduate body and how it affects final exams.

Stamm responded that the Health Center will write excuses during finals because it is not really an appropriate time for students to excuse themselves. He also stated that implementation is not specifically stated in the policy, but in the past the Provost has distributed a letter notifying the community of new policies.

Senator Rothenberg, Undergraduate, College of Arts & Humanities, stated that he supports the revised policy. He thinks going to the Health Center is a waste of time and money. He asked what the note must say.

Stamm responded that they have outlined that notes must include their name, date, and that they missed class because they were ill and could not attend. A template could be created for students.

Senator Miletich, Undergraduate, College of Arts & Humanities, stated that we should treat student as responsible adults. There are ramifications for missing a class so there are reasons not just to skip a class.

Senator Gullickson, Faculty, College of Arts & Humanities, stated that she does not believe these changes do anything for the students. They do not have any more rights or opportunities than the current policy.

Stamm responded that the current policy states that documentation is required from the Health Center but they no longer provide excuses. Currently, instructors do not have to establish a sick leave policy. There is a lack of clarity as to what the policy is. The policy needs to offer protection for those low probability events.

Gullickson stated that we could simply remove the section in the policy that requires documentation from the Health Center. She objected to writing a policy for the worst-case scenario. If students are concerned, they should talk to their instructor. We do not penalize students for illness.

Stamm responded that students should know at the beginning of the semester what the policy is. While the policy states that we do not penalize students for illness, if students cannot prove whether they were ill, it is entirely up to the instructor's discretion whether or not to accept the student's word. This has been examined because it has been raised as an issue repeatedly.

Senator Miletich, Undergraduate, College of Arts & Humanities, stated that his theatre courses are based on attendance so he would like the security to know that he would not be penalized for an absence due to illness.

Hearing no further discussion, Kasischke called for a vote on the proposal. The result was 75 in favor, 21 opposed, and 4 abstentions. **The motion to approve the proposal passed.**

Special Order

Discussion of the Draft Facilities Master Plan Update **Frank Brewer, Interim Vice President for Administrative Affairs**

Kasischke introduced Frank Brewer, Interim Vice President for Administrative Affairs to present the Draft Facilities Master Plan.

Brewer gave a brief overview on the Facilities Master Plan Steering Committee's work.

Scope of Work

The committee has an objective of updating the Facilities Master Plan (FMP) in order to provide a framework to guide growth and development while integrating the goals of the Strategic and Climate Action Plans, which are focused on landscape master planning and transportation systems. Development has been a collaborative process, working with the College Park City Council and holding public forums. They have been given twelve months to complete the update. The committee is also working with a consultant team, Oehme, van Sweden & Associates, Inc. on landscape architecture, multi-modal transportation, cultural university landscapes, environmental ecosystems, and restoration and sustainability.

Brewer stated that they would like to get feedback from the Senate and present a final report in the fall 2011.

Kasischke opened the floor to discussion of the draft Facilities Master Plan.

Senator Gullickson, Faculty, College of Arts & Humanities introduced Steve Hurtt, College of Architecture to speak. Hurtt stated that he has been involved with facilities related councils and committees on our campus for years. He expressed frustration that despite our efforts, we are not able to be involved with the East Campus Redevelopment project, which should be part of our master planning effort. Instead, it seems to be “off the table.” He thinks that this is a problem and something should be done to insure this is a more inclusive process.

New Business

Senator Petkas, Exempt Staff, introduced Eugene Ferrick to speak. Ferrick stated that he is the current Chair of the Campus Affairs Committee and noted that the Resident Hall Association (RHA) Senate approved a resolution for a helmet policy 27-5. He wanted to let the campus know that the Campus Affairs Committee also approved a helmet policy at their April 5, 2011 meeting. The proposal has not yet come forward because the committee is still working out implementation details and collecting survey results. He encouraged senators to complete the survey on the Senate website.

Adjournment

Hearing no further business, Senate Chair Kasischke adjourned the meeting at 4:56 p.m.



University Senate TRANSMITTAL FORM

Senate Document #:	11-12-01
PCC ID #:	N/A
Title:	2010-2011 Senate Legislation Log
Presenter:	Senate Office
Date of SEC Review:	September 7, 2011
Date of Senate Review:	September 21, 2011
Voting (highlight one):	Informational Item-No Vote is Necessary
Statement of Issue:	The Senate Legislation Log is an overview of the work brought to the Senate during the 2010-2011 academic year. The log shows all completed legislation as well dates of subsequent approvals following Senate approval. In addition, there is a table of continuing legislation that was not completed last year but will continue into the 2011-2012 academic year.
Relevant Policy # & URL:	N/A
Recommendation:	This log is provided for informational purposes.
Committee Work:	N/A
Alternatives:	N/A
Risks:	N/A
Financial Implications:	N/A
Further Approvals Required:	N/A

Completed University Senate Legislation 2010-2011

<u>Senate Document Number</u>	<u>Action</u>	<u>Date of Senate Action</u>	<u>Disposition</u>	<u>Date</u>
07-08-20	Medical Amnesty	3/2/11	Presidential Approval	3/10/11
09-10-25	PCC Proposal to Terminate Inactive EDCI Undergraduate Programs	3/10/10	Presidential Approval Chancellor's Approval MHEC Notification	3/5/10 6/2/10 9/16/10
09-10-26	PCC Proposal to Terminate or Suspend Inactive EDCI Graduate Programs	3/3/10	Presidential Approval Chancellor's Approval MHEC Notification	3/5/10 6/2/10 9/16/10
09-10-27	PCC Proposal to Restructure the B.A. in Secondary Education	3/3/10	Presidential Approval Chancellor's Approval MHEC Notification	3/5/10 5/19/10 12/22/10
09-10-28	PCC Proposal to Restructure the B.S. in Secondary Education	3/3/10	Presidential Approval Chancellor's Approval MHEC Notification	3/5/10 5/19/10 12/22/10
09-10-32	PCC Proposal to Terminate inactive graduate programs in the College of Education	3/25/10	Presidential Approval Chancellor's Approval MHEC Notification	3/26/10 6/2/10 9/16/10
09-10-33	PCC Proposal to Terminate inactive Special Education undergraduate programs.	3/25/10	Presidential Approval Chancellor's Approval MHEC Notification	3/26/10 6/2/10 9/16/10
09-10-38	Representation of Single-Member Consituencies	4/7/11	Presidential Approval	4/14/11
09-10-39	Recommendation to Establish a Task Force to Study Age-Related Faculty Issues	4/7/11	Presidential Approval	4/29/11

09-10-41	Review of Quorum Calculation in Senate Standing Committees	2/9/11	Presidential Approval	2/18/11
09-10-45	PCC Proposal to Merge the Graduate Programs in Food Science and Nutrition into a Single Program Titled Nutrition and Food Science	4/29/10	Presidential Approval Chancellor's Approval MHEC Notification	5/4/10 6/2/10 9/16/10
09-10-47	Proposal to Increase Access to Public Records	2/9/11	Presidential Approval	2/18/11
09-10-48	Request to Endorse CUSS Review of Domestic Partner Benefits	N/A	Complete: The SEC voted to charge the Equity, Diversity, and Inclusion Committee with further review of the issue (Senate Document #10-11-34).	
10-11-01	2009-2010 Senate Legislation Log	9/16/10	Complete	
10-11-02	Approval of the 2010-2011 Committee & Council Slates	9/16/10	Presidential Approval	9/17/10
10-11-03	Human Relations Code Changes	9/16/10	Presidential Approval	9/17/10
10-11-04	University Policies Related to Lecturers/Instructors & Research Faculty	4/7/11	Presidential Approval	4/14/11
10-11-05	Purple Line Resolution	8/23/10	Complete: The SEC reviewed the resolution and decided to defer their approval until after the impending safety reports were received. The proposal was later withdrawn.	
10-11-07	Annual Intercollegiate Athletics Report	9/16/10	Complete: The Senate reviewed the report.	
10-11-08	PCC Proposal to Reassign the Units and Programs of the College of Chemical and Life Sciences to the College of Computer, Mathematical and Physical Sciences	9/16/10	Presidential Approval Chancellor's Approval	9/17/10 9/23/10
10-11-09	PCC Proposal to Rename the College of Computer, Mathematical and Physical Sciences to the College of Computer, Mathematical and Natural Sciences	9/16/10	Presidential Approval Chancellor's Approval	9/17/10 9/23/10

10-11-10	Proposal to Review Retirement Program Selection Process	2/9/11	Presidential Approval	2/18/11
10-11-12	University of Maryland Diversity Plan	9/16/10	Presidential Approval	9/17/10
10-11-13	Transition of the Senate CORE Committee	5/4/11	Presidential Approval	5/10/11
10-11-14	Revisions to the Plan of Organization of the College of Computer, Mathematical, and Natural Sciences (CMNS)	10/13/10	Presidential Approval	10/15/10
10-11-15	Proposal to Amend the Membership of the University APT Committee	11/11/10	Presidential Approval	11/23/10
10-11-16	Amendment to the Membership of the Research Council to Include a Representative of the President	11/11/10	Presidential Approval	11/23/10
10-11-17	Proposal to Review Appropriate Motor Scooter Use on Campus	N/A	Complete: The Department of Transportation Services and The University Police Department received and reviewed the letter from the SEC regarding concerns about scooter use on campus.	
10-11-18	Update of the University of Maryland Mission Statement	11/11/10	Complete: The Senate accepted the University Mission Statement update as an informational item at the Senate meeting on November 11, 2010.	
10-11-19	Review of the Family Care Resource and Referral Service	5/4/11	Presidential Approval	5/10/11
10-11-20	Motion to Approve a Revised Voting Process for Senate Meetings	10/13/10	Complete: The motion failed.	
10-11-21	BOR Staff Awards 2010-2011	N/A	Complete: To approve the recommendations of the Regents Staff Awards to be awarded in 2011.	
10-11-22	PCC Proposal to Establish a BS Degree Program in Middle School Education	11/11/10	Presidential Approval Chancellor's Approval MHEC Approval	11/23/10 2/16/11 3/25/11

10-11-23	PCC Proposal to Change the Name of the Department of Public and Community Health to Behavioral and Community Health	11/11/10	Presidential Approval	11/23/10
10-11-25	Reapportionment of the Faculty & Undergraduate Senators of the College of Computer, Mathematical, and Natural Sciences (CMNS)	N/A	Complete: Dean Halperin received and reviewed the letter from the Senate Chair regarding Reapportionment of the Senator seats for CMNS.	
10-11-27	Nominations Committee Slate 2010-2011	12/8/10	Presidential Approval	12/10/10
10-11-28	Amendment to the Membership of the Campus Affairs Committee to Include a Representative of the Department of Public Safety	N/A	Complete: Campus Affairs voted to not add a non-voting ex-officio Public Safety Representative, but to keep an open invitation to the police department to all committee meeting throughout the year.	
10-11-29	PCC Proposal to Suspend the Bachelor of Science Program in Physical Education	12/8/10	Complete: The Senate accepted the proposal to suspend the B.S. program in physical education as an informational item at the Senate meeting on December 8, 2010.	
10-11-31	General Education Implementation Plan	2/9/11	Presidential Approval	2/18/11
10-11-32	Open Access Movement: A Proposal for Broad University Engagement in Study, Dialog, and Policy	4/7/11	Presidential Approval	4/14/11
10-11-35	PCC Proposal to Rename the Bachelor of Arts Program in Italian Language and Literature to Italian Studies	2/9/11	Presidential Approval Chancellor's Approval MHEC Approval	2/18/11 3/31/11 5/25/11
10-11-37	Revisions to the Policy and Procedures for Non-Creditable Sick Leave for Faculty Members	5/4/11	Presidential Approval	5/10/11

10-11-39	Amendment to the Process for Handling Tie-Breaks in Senate Elections	N/A	Complete: The SEC voted to accept the recommendations of the ERG Committee and change the tie-break process in Senate elections.	
10-11-40	Designated Smoking Areas	N/A	Complete: Mabbs wrote and sent a letter to the proposer on behalf of the SEC.	
10-11-41	PCC Proposal to Reorganize and Rename the Departments in the College of Education	4/7/11	Presidential Approval	4/14/11
10-11-44	Retirement Program Selection Issues and Remedies	N/A	Complete: The proposal was later withdrawn.	
10-11-48	Transition Meeting Slate 2011	5/4/11	Complete: The Senate votes from the slates	
10-11-50	Campus Safety Report 2011	4/21/11	Complete: The Senate reviewed the report	
10-11-51	Revisions to the Policy for Class Excuses from the Health Center	5/4/11	Presidential Approval	5/10/11
10-11-53	PCC Proposal to Move the Toxicology PhD Program from the College of Computer, Mathematical, and Natural Sciences to the School of Public Health	N/A	Complete: PCC approved the proposal to move the PhD program in Toxicology from CMNS to SPHL. The approval was done administratively through the Provost's office.	
10-11-54	Amendment to the UMCP Policy on Sabbatical Leave for Faculty	5/4/11	Presidential Approval	5/10/11
10-11-58	Proposal for a Revised Campus Policy on Smoking	N/A	Complete: The SEC voted not to charge a committee with reviewing the proposal.	

Pending University Senate Legislation 2010-2011

<u>Senate Doc #</u>	<u>Name</u>	<u>Requester</u>	<u>Reviewing Committee</u>	<u>Date Received</u>	<u>Senate Status</u>
<u>Legislation Reviewed from Prior Years</u>					
08-09-06	Revisions to the College of Education Plan of Organization	Bob Lissitz & Bob Marcus	Bob Lent & Senate Office	9/29/08	Withdrawn Until Fall 2011: The College of Ed is currently in the midst of a re-organization. They have withdrawn their Plan until that re-organization is complete.
08-09-15	Proposal for a Tobacco-Free Campus	Tracy Leyba, Undergrad	Senate Executive Committee (SEC)	12/4/08	Under Review.
08-09-20	Academic Integrity	David Freund, Chair of the Student Conduct Committee (SCC)	Student Conduct Committee	12/15/08	Under Review.
09-10-07	Review of the Final Exam Policy	Educational Affairs Committee	Provost	5/15/09	Under Review.
09-10-22	Review of the University of Maryland Undergraduate Catalog	Senate Executive Committee	Nariman Farvardin/Ann Wylie, Senior Vice President for Academic Affairs & Provost	11/17/09	Under Review.
09-10-49	Preservation of Shared Governance During Reorganizations, Consolidations, and Mergers	Aaron Tobiason, Graduate Student & SEC Member	ERG Committee	5/14/10	Under Review.
<u>Legislation Reviewed from 2010-2011</u>					
10-11-06	Re-evaluation of the Student Teacher Evaluations at UMD	Denny Gulick	Provost	8/16/10	Under Review.
10-11-11	Proposal to Review the University of Maryland Policies Concerning Academic Transcripts and Calculation of Grade Point Average	Jamison Kantor	Provost Ann Wylie	8/7/10	Under Review.

10-11-24	Proposal to Review the Practice of Scanning License Plates		David Allen, Director of Transportation Services & David Mitchell, Director of Public Safety		Under Review.
10-11-26	Request to Consider Alternate Modes of Transportation in the Facilities Master Planning Process	Senate Executive Committee (SEC)	Ann Wylie & Facilities Master Planning Committee	10/27/10	Under Review.
10-11-30	Proposal for Changes to the Optional Retirement Plan	Faculty & Staff Affairs Committees		11/9/10	Pending Approval. Waiting on Board of Regents Approval
10-11-33	Consideration of a Campus-Wide Helmet Policy at the University of Maryland	Senate Executive Committee (SEC)	Campus Affairs Committee	10/27/10	Under Review.
10-11-34	Request to Review Domestic Partner Benefits	Senate Executive Committee	Equity, Diversity, and Inclusion Committee	11/10/10	Under Review.
10-11-36	Review of the Policy on Intellectual Property	Elisabeth Smela	Research Council	12/9/10	Under Review.
10-11-38	Student-Initiated Courses (SICs) Proposal	Christopher Tai-Yi Lee	Academic Procedures & Standards (APAS)	12/14/10	Under Review.
10-11-42	PCC Proposal to Establish a Bachelor of Science Degree Program in Atmospheric and Oceanic Science	PCC Committee		2/4/11	Pending Approval. Waiting on MHEC Approval
10-11-43	PCC Proposal to Rename the Bachelor of Science Program in General Business as the Bachelor of Science Program in Management	PCC Committee		1/28/11	Pending Approval. Waiting on MHEC Approval

10-11-45	Review of the Public Employees' and Retirees' Benefit Sustainability Commission Report	Libraries Senators (Novara, Epps, Hackman, Henry, & Owen)	Senate Executive Committee (SEC)	2/9/11	Under Review: The SEC voted to create a Taskforce to examine the issue.
10-11-46	Facilities Master Plan Review	Brenda Testa & Frank Brewer	Senate Executive Committee (SEC)	2/9/11	Under Review.
10-11-49	Revisions to the School of Public Health Plan of Organization	School of Public Health	ERG	3/1/11	Under Review.
10-11-52	PCC Proposal to Establish an Area of Concentration in Graphic Design within the Bachelor's Program in Studio Art	PCC Committee		3/28/11	Pending Approval. Waiting on MHEC Approval
10-11-55	Making UMD a Great Place to Work Initiative	Stephen McDaniel	Senate Executive Committee (SEC)	4/8/11	Under Review.
10-11-56	Review of the Maryland Fire and Rescue Institute (MFRI) Plan of Organization	Wayne Colburn, MFRI	ERG	4/12/11	Under Review.
10-11-57	Request for Non-Exempt Staff Issues and Development Review	Staff Affairs Committee	Campus Affairs, Faculty Affairs, Staff Affairs Committee Chairs	2/7/11	Under Review.
10-11-59	Faculty Satisfaction with Student Academic Dishonesty Honor Review Procedures	Donna Hamilton	Student Conduct Committee	12/7/10	Under Review.



UNIVERSITY OF MARYLAND


OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

1119 Main Administration Building
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MEMORANDUM

DATE: August 31, 2011

TO: Eric S. Kasischke
Chair, University Senate

FROM: Ann G. Wylie 
Senior Vice President and Provost

SUBJECT: Revised Recommendations Regarding Final Exam Scheduling Procedures
(Senate Document #: 09-10-07)

In April, I received from Linda Mabbs a report and revised recommendations from the Educational Affairs Committee regarding the University's policy on the scheduling of final exams. I understand that the Committee has recommended that the current policy, established in 2002, should remain in place (Senate Document #: 01-02-04). This policy gives students the right to reschedule examinations such that they have no more than three exams in one day. I support the Committee's recommendations to improve communication with both faculty and students to help reduce the number of students who are subject to more than two exams in one day, rather than to change the policy itself. I have now reviewed the specific recommendations, and offer the following comments.

1. *The Provost's office will remind deans to insist that their faculty inform both the Registrar's office and their department chairs and deans if they do not intend to hold a final exam. There is already a policy in the Undergraduate Catalog that the requirement to give a final exam can be waived by prior written approval of the chair, director, or dean.*
2. *Instructors with "non-standard" final exam times should be prepared to reschedule exams for students with more than two exams in one day. Department chairs and scheduling officers should take responsibility for informing instructors of this.*

A reminder will be sent to all faculty, through the college deans' offices, at the start of each academic semester regarding the current policy on final exams.

3. *Students should be advised to check their final exam schedule at the time of registration. If they do not wish to have more than two exams in one day, they should adjust their schedule accordingly. They will be informed that if they register with a schedule that would require three "standard time" exams in one day, their instructors will not be obligated to accommodate them.*
4. *The Registrar's office will add a statement to the checklist in the MyUM Portal to remind students to check their final exam schedule at the time of registration. The Registrar's office will include a statement in the registration invitation letter encouraging students to review the final exam schedule at time of registration. (These steps have already been implemented as of October 2010.)*

As indicated, item 4 has already been implemented through our existing registration and scheduling tools. I have asked the Registrar to add language to the registration invitation letter that alerts them not only to the current policy but also to the fact that they may not be accommodated by instructors if they register

for classes that would give them three “standard time” exams in one day. Members of the advising community will also be briefed on the need to communicate to students that they should review their final exam schedule at the time of registration. Mid-way through the semester, students are currently given a courtesy alert to the existing policy if they have more than three exams in the same day.

5. *It would be possible to modify the registration tools so that a student’s proposed schedule would be flagged with an “instant alert” if more than two exams are scheduled on the same day. But because the drop/add course selection system and the final exam scheduling system are not presently linked, this would require some non-trivial programming and an investment that the Educational Affairs Committee agreed was not warranted at this time. The University is in the midst of a major conversion of its student service systems, and it would not be a prudent use of resources to make a major change to the existing system at this juncture. The Educational Affairs Committee recommends that such an alert be incorporated into the new registration system that will be released with KUALI.*

UMCP’s KUALI development team has been informed of this request and has indicated that such an alert system has already been incorporated into the specifications for the new system. This requirement has, in fact, been expressed by several of the institutional partners involved in the KUALI development project.

AW:eb:br
cc: The Deans



UNIVERSITY OF MARYLAND

OFFICE OF THE SENIOR VICE PRESIDENT
FOR ACADEMIC AFFAIRS AND PROVOST

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MEMORANDUM

DATE: February 15, 2011

TO: Linda Mabbs
Chair, University Senate

FROM: Nariman Farvardin *NF*
Senior Vice President for Academic Affairs and Provost

SUBJECT: Revised Recommendations Regarding Final Exam Scheduling Procedures
(Senate Document #: 09-10-07)

Thank you for your report and the revised recommendations from the Educational Affairs Committee regarding the University's policy on the scheduling of final exams.

I understand that the Committee has recommended that the current policy, established in 2002, should remain in place (Senate Document #: 01-02-04). This policy gives students the right to reschedule examinations such that they have no more than three exams in one day. I support the Committee's recommendations to improve communication with both faculty and students in order to help reduce the number of students who are subject to three exams in one day, rather than to change the policy itself.

I have reviewed the specific recommendations and will hand them over to incoming Provost Wylie for further consideration and action.

NF:br

cc: Elizabeth Beise, Associate Provost for Academic Planning and Programs
Mahlon Straszheim, Associate Provost for Academic Affairs




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February 7, 2011

To: Nariman Farvardin
Senior Vice President for Academic Affairs & Provost

From: Linda Mabbs 
Chair, University Senate

Subject: Revised Recommendations Regarding Final Exam Scheduling Procedures
(Senate Document #: 09-10-07)

As you know, the Senate Executive Committee (SEC) charged the Educational Affairs Committee with the following, "Evaluate whether or not an official final exam policy should be created. If the committee decides that a new policy is needed, it should then decide whether there should be a limit of no more than two or three final exams in one day." The SEC forwarded a letter on September 13, 2010 supporting the initial recommendations of the committee.

The Educational Affairs Committee conducted a survey of students with three or more final exams during the Spring 2010 semester. After analyzing the results of that survey, the committee has agreed to slightly revise their previously submitted recommendations. The committee reported back to the SEC at its meeting on January 28, 2011. The SEC endorses the committee's revisions. It is our hope that through the revised recommendations in the attached report, primarily aimed at better communication, the number of students who do not wish to take three exams in one day can be reduced significantly.

The SEC would like to request that you consider the Educational Affairs Committee's revised recommendations. We would appreciate it if you could send us a report describing your actions regarding this request by May 1, 2011. Thank you for your attention to this request.

Cc: Richard Ellis
Glen Fuhrmeister



University Senate TRANSMITTAL FORM

Senate Document #:	09-10-07
PCC ID #:	NA
Title:	Review of the Final Exam Policy
Presenter:	Richard Ellis, Chair of Senate Education Affairs Committee
Date of SEC Review:	January 28, 2011
Date of Senate Review:	NA
Voting (highlight one):	<ol style="list-style-type: none">1. On resolutions or recommendations one by one, or2. In a single vote3. To endorse entire report
Statement of Issue:	To evaluate whether or not an official final exam policy should be created. If the Educational Affairs Committee decides that a new policy is needed, it should then decide whether there should be a limit of no more than two or three final exams in one day.
Relevant Policy # & URL:	NA
Recommendation:	The Educational Affairs Committee suggests that the revised recommendations be put forward to the Provost for administrative action. Based on its review and analyses of the data, the Senate Educational Affairs Committee does not recommend a change in the guidelines, nor the establishment of a formal policy. It is hoped that through the revised recommendations in the attached report, primarily aimed at better communication, the number of students who do not wish to take three exams in one day can be reduced significantly.

<p>Committee Work:</p>	<p>On September 3, 2009, the Senate Executive Committee (SEC) charged the Senate Educational Affairs Committee to review the University’s Final Exam guidelines. Under current guidelines, “students whose class schedule requires them to take more than three final examinations on the same day have the right to reschedule examinations so they have no more than three on a given day.”</p> <p>Following review, the Educational Affairs Committee submitted a report to the SEC in December 2009. The SEC sent the report back to the Educational Affairs Committee in light of new background documents, with a revised charge that included meeting with University administrators who would be responsible for implementing the change to the guidelines.</p> <p>In the Spring 2010, the Educational Affairs Committee reviewed data provided by the Registrar, and discussed the implications with members of the Office of the Registrar and with Academic Affairs.</p> <p>At its April 2010 meeting, the Educational Affairs Committee voted in favor of putting forth the attached (original) recommendations (Appendix 5) with the understanding that the recommendations might change pending the results of an electronic survey administered to students with three or more final exams in the Spring 2010 final exam week.</p> <p>The SEC forwarded the original recommendations to the Provost’s office on September 13, 2010. They requested that the Provost consider the Educational Affairs Committee’s recommendations and report back to the SEC describing any action regarding the request by May 1, 2011.</p> <p>In Fall 2010 the Educational Affairs Committee reviewed the original report and recommendations made in the previous year. The committee again discussed the pros and cons of recommending that this remain as a practice versus establishing a policy. After reviewing the results of the survey, the Educational Affairs Committee agreed to support its original recommendations with minimal amendments made by the committee. The committee also agreed that the rescheduling of final exams remain as a practice not a formal policy.</p>
<p>Alternatives:</p>	<p>The SEC could decide a formal policy is needed and have the charge reexamined.</p>

Risks:	There are no associated risks.
Financial Implications:	There are no financial implications.
Further Approvals Required:	None

Senate Educational Affairs Committee
Recommendations on the Review of Final Exam Scheduling
November 2010
Richard F. Ellis, Chair

Background

On September 3, 2009, the Senate Executive Committee (SEC) charged the Senate Educational Affairs Committee with reviewing the University's Final Exam guidelines and with considering whether students should have the right to reschedule final examinations if they have more than two in the same day. (Appendix 1) Under current guidelines, "students whose class schedule requires them to take more than three final examinations on the same day have the right to reschedule so they have no more than three on a given day." Information provided by the Registrar to the 2009-2010 Educational Affairs Committee (Appendix 2), shows that only about 30 students fall into this category, and about 1000-1200 students have more than two final exams in one day.

Following its review, the Educational Affairs Committee submitted a report to the SEC in December 2009. (Appendix 3) The SEC sent the report back to the Educational Affairs Committee in light of new background documents, with a revised charge (Appendix 4) to reconsider the issue. The Educational Affairs Committee was charged with evaluating whether or not an official final exam policy should be created. If the committee decided that a new policy was needed, it had to then decide whether there should be a limit of no more than two or three final exams in one day. In addition, the committee was asked to meet with University administrators who would be responsible for implementing the change to the guidelines

Committee Work

In the Spring 2010, the Educational Affairs Committee reviewed data provided by the Registrar, and discussed its implications with members of the Office of the Registrar and Academic Affairs. In the course of their review, the committee discovered that a vast majority of classes have fixed final exam schedules, which enables students to avoid too many exams on the same day if they choose. However, there are also situations where students are not informed of the final exam schedule at the time of registration.

The Educational Affairs Committee also considered the legality of a policy and noted that suggesting a modification to the current practice would not officially be added to the University's Policies & Procedures Manual. The committee suggested recommending that the rescheduling of final exams remain as a practice, but that an administrative action be undertaken to limit faculty members' ability to change their final exam times after the start of the semester (e.g., after the last day to add/drop classes) and notify students when they have too many exams on one day during the registration process.

The Educational Affairs Committee continued discussing the pros and cons of recommending that this remain as a practice versus establishing a policy. At its April 2010 meeting, the Educational Affairs Committee voted against creating a formal final exam policy. However, the committee voted in favor of putting forth recommendations for administrative action (Appendix

5) and surveying students with three or more final exams during the Spring 2010 semester. Committee members agreed that their recommendations might change pending the results of the survey.

In Fall 2010 the Educational Affairs Committee reviewed the original report and recommendations made in the previous year. The committee again discussed the pros and cons of recommending that this remain as a practice versus establishing a policy. After reviewing the results of the survey, (Appendix 7) the Educational Affairs Committee agreed to support its original recommendations with minimal amendments made by the committee. The committee also agreed that the rescheduling of final exams remain as a practice not a formal policy.

Recommendation

The original recommendations put forward by the Educational Affairs Committee in the spring 2010 were reviewed and forwarded in a letter by the SEC to the Provost's office on September 13, 2010 (Appendix 6). The SEC requested that the Provost consider the Educational Affairs Committee's recommendations and report back to the SEC describing any action regarding the request by May 1, 2011.

Based on their review and analyses of the data, the Senate Educational Affairs Committee does not recommend a change in the guidelines, nor the establishment of a formal policy. It is hoped that through the recommendations below, primarily aimed at better communication, the number of students who do not wish to take three exams in one day can be reduced significantly.

1. The Provost's office will remind Deans to insist that their faculty inform both the Registrar's office and their Chairs and Deans if they do not intend to hold a final exam. There is already a policy in the Undergraduate Catalog that the requirement to give a final exam can be waived by prior written approval of the Chair, Director, or Dean.
2. Instructors with "non-standard" final exam times should be prepared to reschedule exams for students with more than two exams in one day. Department chairs and scheduling officers should take responsibility for informing instructors of this.
3. Students should be advised check their final exam schedule at the time of registration. If they do not wish to have more than two exams in one day they should adjust their schedule accordingly. They will be informed that if they register with a schedule that would require three "standard time" exams in one day, their instructors will not be obligated to accommodate them.
4. The Registrar's office will add a statement to the checklist in the MyUM Portal to remind students to check their final exam schedule at the time of registration. The Registrar's office will include a statement in the registration invitation letter encouraging students to review the final exam schedule at time of registration. (These steps have already been implemented as of October 2010.)
5. It would be possible to modify the registration tools so that a student's proposed schedule would be flagged with an "instant alert" if more than two exams are scheduled on the same day. But because the drop/add course selection system and the final exam

scheduling system are not presently linked, this would require some non-trivial programming and an investment that the Educational Affairs Committee agreed was not warranted at this time, given that a new suite of student services applications (KUALI) are scheduled to roll out in the near future. The Educational Affairs Committee recommends that such an alert be incorporated into the new registration system that will be released with KUALI.

Appendix 1- Original Charge

Appendix 2- Additional Background

Appendix 3- 2009 Educational Affairs Committee Original Report

Appendix 4- Recharge


Appendix 5- 09-10 Original Recommendations

Appendix 6- SEC Letter to the Provost

Appendix 7- Survey Results



University Senate CHARGE

Date:	September 3, 2009
To:	Neil Blough Chair, Educational Affairs Committee
From:	Elise Miller-Hooks Chair, University Senate 
Subject:	Review of the Final Exam Policy
Senate Document #:	09-10-07
Deadline:	December 11, 2009

The Senate Executive Committee (SEC) requests that the Educational Affairs Committee review the University's Final Exam Policy. The 2008-2009 Educational Affairs Committee has considered the impact of the current final exam policy on undergraduate students. Under the University's Examination and Course Assessment Guidelines, (found at <http://www.faculty.umd.edu/teach/examination.html>) "students whose class schedule requires them to take more than three final examinations on the same day have the right to reschedule examinations so they have no more than three on a given day." According to the Office of the Registrar, approximately 1,000 out of the 25,000 undergraduates at the University are confronted with this situation each semester. While this number does not represent the overwhelming majority of undergraduate students, it is significant and merits further attention.

The SEC requests that the committee investigate this issue to determine if the current exam policy should be revised to allow rescheduling of final examinations if a student has more than two on the same day.

We ask that you submit your report and recommendations to the Senate Office no later than **December 11, 2009**. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Appendix 2

Additional Background

The Registrar's office provided data on exam scheduling for the Fall 2009 semester that were used to develop an understanding of how students might better be able to know their exam schedule at the time of registration. The vast majority of classes have fixed final exam schedules (see, for example, <http://www.testudo.umd.edu/soc/exam201008.html>). Students can thus often avoid taking too many exams on the same day, if they so choose. However, the following situations foil the possibility for students to know their exam schedule at the time of registration.

- 1) The final exam time is theoretically known, but the instructor selects to move the final to another time without informing the Registrar's office. Likewise, some instructors cancel the exam, give a take-home exam, or assign some other culminating project; however, these actions should not affect the likelihood of a student taking multiple exams on the same day.
- 2) The course is designated "non-standard", meaning that it meets at a time that does not allow for fitting it into the standardized exam schedule. Some of these courses have schedules that are known at the start of the registration period for a given semester, but the exam schedule and room is not set until the final enrollment is known in order to optimize the match between enrollment and room size.
- 3) The course is not designated as "non-standard" at the time of registration, but the department and college have approved the schedule change upon the instructor's request and ask the Registrar's office to change the meeting time. If the class time is changed from a "standard" time to a "non-standard" time, the information about what would have been the "standard" exam time is lost, so there is no way to impose that the final exam be held during the original slot.

In Fall 2009, 417 sections (361 instructors and 9148 seats) had so-called "non-standard" times (out of about 6000 sections). Analyses conducted by the Registrar's Office suggest that many of these courses/sections were not likely to have had final exams. Furthermore, many were graduate courses, where the issue of moving the final exam has a much smaller impact, since graduate students are much more likely to have all of their courses in a single department or program. The analysis here focuses only on undergraduate courses, and removes all courses that appear to be the following type: research, independent study, seminars, colloquia, and all courses with fewer than 3 credits. The number of "non-standard" sections in this group was 136 (125 instructors and 4228 seats). The two tables below indicate the distribution by course level and by college.

level	#courses	# sections	# seats
100	6	7	918
200	18	22	730
300	37	44	1112
400	57	63	1468
total	118	136	4228

college	# courses	# sections	# seats
AGNR	4	4	132
ARCH	3	3	194
ARHU	28	29	800
BMGT	1	1	12
BSOS	13	15	990
CLFS	1	1	15
CMPS	3	3	60
EDUC	38	48	1,230
ENGR	6	8	268
JOUR	10	13	178
SPHL	7	7	277
UGST	4	4	72
total	118	136	4,228

There are a couple of points to note in the tables:

- The majority of “non-standard” courses are at the 300-400 level. Of 918 seats offered at the 100 level, three courses accounted for the majority of the enrollment: CCJS 100 (417 seats), HIST 156 (140 seats) and HIST 157 (237 seats). These are very popular courses so it may be of interest to further explore why these are in this “non-standard” category. For example, CCJS100 uses online tools for one of its three class hours and that may be why. Of the 200-level courses, almost half the enrollment was in two courses: CCJS230, which has one section that meets only once per week, and ARCH225, which meets TuTh 9-10:15, whereas the “standard” time is 9:30-10:45.
- Very few “non-standard” courses are in the science colleges, which is where students had indicated a high level of stress related to more than two exams in one day. Therefore, students with heavy course loads in the sciences can for the most part know their exam schedule at the time of registration. On the other hand, because the science and engineering courses tend to be highly sequential, students may not have complete freedom in formulating their class schedule each semester. This may warrant further analysis within the departments offering these majors. The 4 “non-standard” courses in CLFS and CMPS are upper-level majors-only courses with relatively low enrollments: GEOL393 (Technical Writing in the Geosciences, 6 seats), BSCI426 (Membrane Biophysics, 15 seats), MATH340 (Multivariable Calculus, etc., Honors, 17 seats), and PHYS410 (Mechanics, 37 seats).
- Three colleges account for the majority of the seats with non-standard meeting times. Further analysis would be of interest to know how many of these courses have a final

exam vs. how many have a final paper or other culminating project. All of the EDUC courses are at the 300+ level, for example.

It thus seems to be the case that these “non-standard” classes are not, for the most part, precluding students from knowing their exam schedule at the time of registration, particularly for those students in the sciences, who expressed the highest levels of stress associated with too many exams in one day.

At the end of the Spring 2010 semester, a survey was sent to all students who were scheduled for three or more exams. The results of the survey, including the survey questions, are attached as an appendix. Of the 1364 students who were sent the survey, 326 responded. Of these, only 10 students indicated that they had looked at the exam schedule when they registered for classes. Less than half of the students indicated that they had looked at the exam schedule during the semester; the majority of the remainder were informed of their schedule either by their instructors or by the Registrar’s office.

Some students do not have enough flexibility in their schedule to avoid three exams in one day. About 40% of the survey respondents indicated that they had to select a schedule that results in three exams in one day because of their major requirements. On the other hand, about 70% of the respondents did not ask to reschedule an exam due to reduce the number on a single day.

To: UMD Senate Executive Committee

From: Educational Affairs Committee
Neil V. Blough, Chair

RE: Review of the University's Final Exam Policy

Date: 12/7/09

On September 3, 2009, the Senate Executive Committee charged the Senate Educational Affairs Committee to review the University's Final Exam Policy. Under current policy guidelines, "students whose class schedule requires them to take more than three final examinations on the same day have the right to reschedule examinations so they have no more than three on a given day." Based on information provided to the committee by the Registrar, the current policy affects approximately 31 students each semester, only ~ 0.1% of the total student population. Changing this policy to read "no more than two final examinations on the given day" would increase the number of affected students by approximately 30- to 40-fold (~1000 to 1200 students), but this population still represents a very small percentage of the total student body (~3.2%). It was the consensus of the committee that taking more than two exams on a given day is particularly taxing to the students and that their performance on exams in this situation may not adequately reflect their knowledge of the subject material. Further, it was the view of the committee that current university policies on rescheduling final exams are, for the most part (see below), well delineated (Sections 3-5 within the University Policy with Regard to Final Examinations) and should provide the framework necessary for accommodating this small population of additional students without the need for the Registrar to extend the final exam period. In summary, the committee felt that the best interests of the students superseded the possible additional burden that might be placed on the faculty due to implementation of this policy change.

Recommendation 1:

The committee recommends that the current University Policy with Regard to Final Examinations be changed to read: "Students whose class schedule requires them to take more than two final examinations on the same day have the right to reschedule examinations so they have no more than two on a given day."

Although students are strongly encouraged to check the final exam schedule before registering for courses (both in the University Registration Guide and University Policy with Regard to Final Examinations), the committee noted that it may not be evident to students at the time of registration that their schedule will require them to take more than two final exams on the same day. In some instances, it appears that final exam dates are

not finalized until after the drop period. Thus, the committee also recommends that the following policies be instituted:

Recommendation 2:

The committee recommends that the final exam schedule, as much as possible, be set by the Registrar at the time of registration, and further, that conflicts (more than two final exams on a given day) be flagged during the registration process so that students (and their advisors) are made fully aware of these conflicts at the beginning of the semester. Students should be required to acknowledge conflicts at the time of registration and provide evidence that the conflict has been resolved prior to the add/drop period. Any course whose final exam is set after the add/drop period would be required to provide the make-up exam in the event of a conflict.

The committee also noted that the guidelines for determining the priority of the course providing the make-up exam under section 4 of the University Policy with Regard to Final Examinations could conflict. The committee thus recommends the following changes to this section:

Recommendation 3:

Under “The following guidelines may be used:” in section 4 of the University Policy with Regard to Final Examinations, the guideline “The smaller course should have the make-up exam” should be accorded first priority, whereas the guideline “The lower level course should have the make-up exam” should be accorded secondary priority.




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Date: January 21, 2010

To: Neil Blough
Chair, Educational Affairs

From: Elise Miller-Hooks 
Chair, Senate Executive Committee

Subject: Review of the Final Exam Policy 09-10-07

The Senate Executive Committee (SEC) reviewed your report, "Review of the Final Exam Policy 09-10-07," at its January 19, 2010 meeting. The SEC would like to thank the Educational Affairs Committee for its time and effort expended in responding to the charge.

In the course of reviewing the Committee's report, it was discovered that there is no existing final exam policy at the University. Thus, the recommendation for a change to an existing policy would, in effect, be a recommendation for a change merely to a practice. The SEC recommends that the Committee reconsider this issue. In its deliberations, it would be useful for the Committee to first evaluate whether or not an official final exam policy should be created. If the committee decides that a new policy is needed, it should then decide whether there should be a limit of no more than two or three final exams in one day.

The SEC requests that the Committee review past legislation and supporting documentation before reaching a decision on whether or not a new policy is needed and if any changes in practice would be warranted. Documents to consider include, but are not limited to: Review the Scheduling of Final Examinations (Senate Doc# 01-02-04), the Registrar's review from 2005, Exam Schedule Effectiveness from the Registrar's Office and any statistics available from the Registrar. Additionally, the SEC feels that the committee should meet with some of the university's administrators who are responsible for implementing the policy, including administrators from the Offices of the Registrar, Academic Affairs and Undergraduate Studies, in the course of your deliberations.

If creation of a new policy is recommended, the policy should be drafted and vetted with the University's Legal Office and those who would be responsible for its implementation mentioned above. Note that necessary changes to the Faculty Handbook, Undergraduate Catalog and Schedule of Classes follow new policy implementation and fall outside the purview of this committee.

We look forward to your revised report on this issue. If you have any questions, please contact Reka Montfort in the Senate Office (reka@umd.edu or x55804).

Attachments

Cc: Chelsea Benincasa



University Senate TRANSMITTAL FORM

Senate Document #:	09-10-07
PCC ID #:	N/A
Title:	Review of the Final Exam Policy
Presenter:	Neil Blough, Chair of Senate Educational Affairs Committee
Date of SEC Review:	May 14, 2010
Date of Senate Review:	N/A
Voting (highlight one):	On resolutions or recommendations one by one, or In a single vote To endorse entire report
Statement of Issue:	There are a number of situations which may hinder students' ability to know their final exam schedule at the time of class registration, which may result in the scheduling of multiple final exams on the same day.
Relevant Policy # & URL:	N/A
Recommendation:	Due to the potential situations that may preclude students from knowing their final exam schedule at the time of registration, particularly for those students in the sciences, who expressed the highest levels of stress associated with too many exams on one day, the committee makes six recommendations for administrative action, all of which are listed in the attached report.
Committee Work:	In 2002, the Senate Academic Procedures and Standards (APAS) Committee recommended that a change be made to the Undergraduate Catalog which would allow students whose class schedule requires them to take more than three final exams on the same day have the right to reschedule exams so they have no more than three on a given day. In subsequent years, the Office of the Registrar has conducted reviews regarding whether this practice is useful, or whether the total number of applicable final exams scheduled on the same day should be reduced from three to two. At the beginning of the Fall 2009 Semester, the Senate Educational Affairs Committee was charged with reviewing whether students should have the right to reschedule their final

	<p>exams if they have more than two on the same day. Following review, the Committee submitted a report to the Senate Executive Committee (SEC) in December 2009. The SEC sent the report back to the Committee, in light of new background documents, with a revised charge. The 2009-2010 Educational Affairs Committee continued to research and review the issue of students having multiple final exams scheduled on the same day.</p> <p>The Educational Affairs Committee reviewed data and statistics provided by the Office of the Registrar, as well as met with representatives of the Office of the Registrar and the Office of the Senior Vice President for Academic Affairs and Provost during the course of its review.</p> <p>At its meeting on April 20, 2010, the Educational Affairs Committee voted in favor of putting forth the attached recommendations. The Committee also voted in favor of creating and disseminating an electronic survey to students with three or more final exams scheduled on the same day during the 2009-2010 Final Exam Week. The data collected from this survey will help the committee to further assess the scope of any potential issues that may exist. The Committee plans to highlight this work in its Annual Report, and continue to examine this topic during the 2010-2011 academic year. After the survey is evaluated, the committee will consider whether additional action is needed to minimize the number of students who have three or more exams in one day.</p>
Alternatives:	Alternate administrators/administrative units could be identified as appropriate in order to carry out these recommendations.
Risks:	There are no associated risks.
Financial Implications:	There are no financial implications.
Further Approvals Required: <i>(*Important for PCC Items)</i>	N/A

Senate Educational Affairs

Recommendations Regarding Final Exams

E. Beise, April 20, 2010

While the majority of classes have fixed final exam schedules, thus allowing students to avoid taking multiple exams on the same day, if they so choose, the following situations foil the possibility for students to know their exam schedule at the time of registration.

- 1) The final exam time is theoretically known, but the instructor selects to move the final to another time without informing the Registrar's office. Likewise, some instructors cancel the exam, give a take-home exam, or assign some other culminating project; however, these actions should not affect the likelihood of a student taking multiple exams on the same day.
- 2) The course is designated "non-standard", meaning that it meets at a time that does not allow for fitting it into the standardized exam schedule. Some of these courses have schedules that are known at the start of the registration period for a given semester, but the exam schedule and room is not set until the final enrollment is known in order to optimize the match between enrollment and room size.
- 3) The course is not designated as "non-standard" at the time of registration, but the department and college have approved the schedule change upon the instructor's request and ask the Registrar's office to change the meeting time. If the class time is changed from a "standard" time to a "non-standard" time, the information about what would have been the "standard" exam time is lost, so there is no way to impose that the final exam be held during the original slot.

In Fall 2009, 417 sections (361 instructors and 9148 seats) had "non-standard" times (out of about 6000 sections). Analyses conducted by the Registrar's Office suggest that many of these courses/sections were not likely to have had final exams. Furthermore, many were graduate courses, where the issue of moving the final exam has a much smaller impact, since graduate students are much more likely to have all of their courses in a single department or program. The analysis here focuses only on undergraduate courses, and removes all courses that appear to be the following type: research, independent study, seminars, colloquia, and all courses with fewer than 3 credits. The number of "non-standard" sections in this group was 135 (125 instructors and 4228 seats). The two tables below indicate the distribution by course level and by college.

level	#courses	# sections	# seats
100	6	7	918
200	18	22	730
300	37	44	1112
400	57	63	1468
total	118	136	4228

college	# courses	# sections	# seats
AGNR	4	4	132
ARCH	3	3	194
ARHU	28	29	800
BMGT	1	1	12
BSOS	13	15	990
CLFS	1	1	15
CMPS	3	3	60
EDUC	38	48	1,230
ENGR	6	8	268
JOUR	10	13	178
SPHL	7	7	277
UGST	4	4	72
total	118	136	4,228

There are a couple of points to note:

- The majority of “non-standard” courses (but not seats) are at the 300-400 level. Of 918 seats offered at the 100 level, three courses accounted for the majority of the enrollment: CCJS 100 (417 seats), HIST 156 (140 seats) and HIST 157 (237 seats). These are very popular courses so it may be of interest to further explore why these are in this “non-standard” category. For example, CCJS100 uses online tools for one of its three class hours and that may be why. Of the 200-level courses, almost half the enrollment was in two courses: CCJS230, which has one section that meets only once per week, and ARCH225, which meets TuTh 9-10:15, whereas the “standard” time is 9:30-10:45.
- Very few “non-standard” courses are in the science colleges, which is where students had indicated a high level of stress related to more than two exams in one day. Therefore, students with heavy course loads in the sciences can for the most part know their exam schedule at the time of registration. On the other hand, because the science and engineering courses tend to be highly sequential, students may not have complete freedom in formulating their class schedule each semester. This may warrant further analysis. The 4 “non-standard” courses in CLFS and CMPS are upper-level majors-only courses with relatively low enrollments: GEOL393 (Technical Writing in the Geosciences, 6 seats), BSCI426 (Membrane Biophysics, 15 seats), MATH340 (Multivariable Calculus, etc., Honors, 17 seats), and PHYS410 (Mechanics, 37 seats).
- Three colleges account for the majority of the seats with non-standard meeting times. Further analysis would be of interest to know how many of these courses have a final exam vs. how many have a final paper or other culminating project. All of the EDUC courses are at the 300+ level, for example.

It thus seems to be the case that these “non-standard” classes are not, for the most part, precluding students from knowing their exam schedule at the time of registration, particularly for

those students in the sciences, who expressed the highest levels of stress associated with too many exams in one day.

Based on these analyses and assumptions, the Senate Educational Affairs Committee makes the following recommendations:

- The Provost's office will remind Deans to insist that their faculty inform both the Registrar's office and their Chairs and Deans if they do not intend to hold a final exam. There is already a policy in the Undergraduate Catalog that the requirement to give a final exam can be waived by prior written approval of the Chair, Director, or Dean.
- Instructors with "non-standard" final exam times should be prepared to reschedule exams for students with more than two exams in one day. Department chairs and scheduling officers should take responsibility for informing instructors of this.
- Other than the "non-standard" classes, students should be advised check their final exam schedule at the time of registration. If they do not wish to have 3 exams in one day they should adjust their schedule accordingly. They will be informed that if they register with a schedule that would require three "standard time" exams in one day, their instructors will not be obligated to accommodate them.
- The committee recognizes that some students may not have enough choice in their schedules to avoid 3 exams in one day, and is working on a survey to collect information as to how many students actually consider the final exam schedule when selecting classes, how many could avoid the situation through alternate selection of courses, or how many choose to ignore the exam schedule when selection courses. After the survey is evaluated the committee will consider whether additional action is needed to minimize the number of students who have three or more exams in one day.
- The Registrar's office will add a statement to the checklist in the MyUM Portal to remind students to check their final exam schedule at the time of registration. The Registrar's office will include a statement in the registration invitation letter encouraging students to review the final exam schedule at time of registration.
- Although the Registrar's office could modify the registration tools so that a student's proposed schedule would be flagged with an "instant alert" if more than two exams are scheduled on the same day, because the drop/add course selection system and the final exam scheduling system are not presently linked, this would require some non-trivial programming to pull information from more than one system. In light of the fact that the new KUALI system is expected to solve this problem, we don't recommend that this additional programming be done for the current system but recommend that it be incorporated into the new registration system that will be released with KUALI.

Report Appendices – Survey Questions, Response from Executive Committee, Initial Report of Educational Affairs Committee, Original Charge from Senate Chair Elise Miller-Hooks

**Survey for students having 3 or more final exams scheduled for the same day during
Finals Week Spring 2010:**

1. What is the college of your major? (drop down menu)
 - College of Agriculture and Natural Resources
 - School of Architecture, Planning, and Preservation
 - College of Arts and Humanities
 - College of Behavioral and Social Sciences
 - Robert H. Smith School of Business
 - College of Chemical and Life Sciences
 - College of Computer, Mathematical and Physical Sciences
 - College of Education
 - A. James Clark School of Engineering
 - The Graduate School
 - Philip Merrill College of Journalism
 - College of Information Studies
 - School of Public Health
 - School of Public Policy
 - Office of Undergraduate Studies

2. What is your academic status?
 - Freshman
 - Sophomore
 - Junior
 - Senior
 - Graduate Student

3. What is the greatest number of exams you have scheduled on one day during this Spring 2010 finals period?
 - <2
 - 2
 - 3
 - 4
 - >4

4. How many credits do you have in your course schedule this semester?
 - <12
 - 12-15
 - 16-20
 - >20

5. When did you become aware that your exam schedule included 3 or more exams scheduled for one day? (select as many as apply)
 - I looked at the schedule when I signed up for classes
 - I received an email from the Registrar's Office telling me that I have three or more exams scheduled on one day
 - I looked at the schedule of classes during the semester
 - My professors told me the exam times and dates before the drop/add deadline
 - My professors told me the exam times and dates after the drop/add deadline
 - I intentionally scheduled my exams this way

6. Which of the following best describes the reason that you have 3 or more exams on any one day?
- I had to select a course schedule that resulted in 3 exams on one day because of my major/minor requirements
 - I chose one or more electives that resulted in my having 3 exams on one day
 - One of my courses is scheduled at a non-standard time and I did not know when the exam would be when I registered
 - The date was changed because it conflicted with a religious observance
 - I got permission to change the date/time of my exam because of a personal conflict

7. Do you anticipate that having to take 3 or more exams in one day will affect you or, if you have already taken your exams, did it affect you? (select as many as apply)

- Yes, my ability to adequately prepare will be/was affected
- Yes, my ability to remain focused and perform to the best of my ability will be/was affected
- Yes, I will be/was affected, but taking 3 or more exams on one day is my choice
- No, it will have/had no effect

8. Did you ask to reschedule an exam in order to reduce the number of your exams on that day?

- Yes, I spoke to my professors about rearranging my exams
- Yes, I spoke to other administrators about rearranging my exams
- No, I plan to take the exams/I took the exams on the same day

8. b. If you responded 'yes' to Question 8, what was the result? (text field for comment)

9. The current practice at the University is that students who have 4 or more final exams on the same day may reschedule their exams so that they have no more than 3 on a given day. Would you take advantage of a change that allowed students to reschedule their exams if they have 3 or more on the same day?

- Yes
- No
- Unsure

10. If you responded 'yes' to Question 9, would your answer stay the same if it meant that you might have to reschedule your exams during the conflict resolution period on the last day of exams?

- Yes
- No

11. If you responded 'yes' to Question 9, would your answer stay the if it meant that Study Day would be eliminated in order to be used as an extra day of examination?

- Yes
- No

Please feel free to share any additional comments (text field)

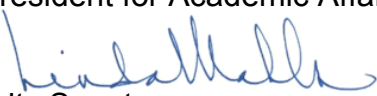


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September 13, 2010

To: Nariman Farvardin
Senior Vice President for Academic Affairs & Provost

From: Linda Mabbs 
Chair, University Senate

Subject: Recommendations Regarding Final Exam Scheduling Procedures (Senate Document #: 09-10-07)

The Senate Executive Committee (SEC) charged the Educational Affairs Committee with the following, "Evaluate whether or not an official final exam policy should be created. If the committee decides that a new policy is needed, it should then decide whether there should be a limit of no more than two or three final exams in one day."

The Educational Affairs Committee reported back to the SEC at its meeting on May 14, 2010. They determined that they needed to conduct a survey of the affected students and evaluate those results prior to making their final decision. However, they did make the following recommendations regarding the current procedures for scheduling final exams:

- The Provost's office will remind Deans to insist that their faculty inform both the Registrar's office and their Chairs and Deans if they do not intend to hold a final exam. There is already a policy in the Undergraduate Catalog that the requirement to give a final exam can be waived by prior written approval of the Chair, Director, or Dean.
- Instructors with "non-standard" final exam times should be prepared to reschedule exams for students with more than two exams in one day. Department chairs and scheduling officers should take responsibility for informing instructors of this.
- Other than the "non-standard" classes, students should be advised check their final exam schedule at the time of registration. If they do not wish to have 3 exams in one day they should adjust their schedule accordingly. They will be informed that if they register with a schedule that would require three "standard time" exams in one day, their instructors will not be obligated to accommodate them.
- The committee recognizes that some students may not have enough choice in their schedules to avoid 3 exams in one day, and is working on a survey to collect information as to how many students actually consider the final exam schedule when selecting classes, how many could avoid the situation through alternate selection of courses, or how many choose to ignore the exam schedule when selection courses. After the survey is evaluated the committee will consider whether additional action is needed to minimize the number of students who have three or more exams in one

day.


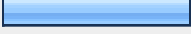
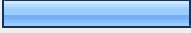
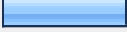

- The Registrar's office will add a statement to the checklist in the MyUM Portal to remind students to check their final exam schedule at the time of registration. The Registrar's office will include a statement in the registration invitation letter encouraging students to review the final exam schedule at time of registration.
- Although the Registrar's office could modify the registration tools so that a student's proposed schedule would be flagged with an "instant alert" if more than two exams are scheduled on the same day, because the drop/add course selection system and the final exam scheduling system are not presently linked, this would require some non-trivial programming to pull information from more than one system. In light of the fact that the new KUALI system is expected to solve this problem, we don't recommend that this additional programming be done for the current system but recommend that it be incorporated into the new registration system that will be released with KUALI.

The SEC would like to request that you consider the Educational Affairs Committee's recommendations. We would appreciate it if you could send us a report describing your actions regarding this request by May 1, 2011. Thank you for your attention to this request.





Final Exams

1. What is the college of your major?			Response Percent	Response Count
AGNR-College of Agriculture and Natural Resources			4.6%	15
ARCH-School of Architecture, Planning, and Preservation			0.9%	3
ARHU-College of Arts and Humanities			7.1%	23
BSOS-College of Behavioral and Social Sciences			20.6%	67
BMGT-Robert H. Smith School of Business			12.6%	41
CFLS-College of Chemical and Life Sciences			14.1%	46
CMPS-College of Computer, Mathematical and Physical Sciences			5.5%	18
EDUC-College of Education			5.2%	17
ENGR-A. James Clark School of Engineering			14.7%	48
JOUR-Philip Merrill College of Journalism			2.8%	9
CLIS-College of Information Studies			0.3%	1
SPHL-School of Public Health			8.0%	26
PUAF-School of Public Policy			0.0%	0
UGST-Undergraduate Studies/Letters & Sciences			3.7%	12
			answered question	326
			skipped question	0


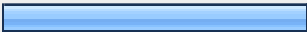


2. What is your academic status?

	Response Percent	Response Count
Freshman 	24.8%	81
Sophomore 	28.2%	92
Junior 	27.9%	91
Senior 	18.4%	60
Graduate Student 	0.6%	2
answered question		326
skipped question		0


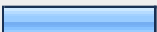
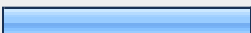
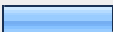

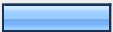
3. What is the greatest number of exams you have scheduled on one day during this Spring 2010 finals period?

	Response Percent	Response Count
<2 	7.4%	24
2 	21.8%	71
3 	68.7%	224
4 	2.1%	7
>4	0.0%	0
answered question		326
skipped question		0



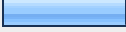


4. How many credits do you have in your course schedule this semester?

	Response Percent	Response Count
<12 	2.1%	7
12-15 	46.0%	150
16-20 	50.0%	163
>20 	1.8%	6
answered question		326
skipped question		0

5. When did you become aware that your exam schedule included 3 or more exams scheduled for one day? (select as many as apply)

	Response Percent	Response Count
I looked at the schedule when I signed up for classes 	3.4%	10
I received an email from the Registrar's Office telling me that I have three or more exams scheduled on one day 	22.7%	67
I looked at the schedule of classes during the semester 	37.3%	110
My professors told me the exam times and dates before the drop/add deadline 	16.3%	48
My professors told me the exam times and dates after the drop/add deadline 	27.5%	81
I intentionally scheduled my exams this way	0.0%	0
None of the Above 	15.9%	47
answered question		295
skipped question		31

6. Which of the following best describes the reason that you have 3 or more exams on any one day?

		Response Percent	Response Count
I had to select a course schedule that resulted in 3 exams on one day because of my major/minor requirements		40.7%	120
I chose one or more electives that resulted in my having 3 exams on one day		15.6%	46
One of my courses is scheduled at a non-standard time and I did not know when the exam would be when I registered		18.3%	54
The date was changed because it conflicted with a religious observance		0.3%	1
I got permission to change the date/time of my exam because of a personal conflict		0.0%	0
None of the Above		25.1%	74
answered question			295
skipped question			31

7. Do you anticipate that having to take 3 or more exams in one day will affect you or, if you have already taken your exams, did it affect you? (select as many as apply)

	Response Percent	Response Count
Yes, my ability to adequately prepare will be/was affected	70.8%	209
Yes, my ability to remain focused and perform to the best of my ability will be/was affected	62.7%	185
Yes, I will be/was affected, but taking 3 or more exams on one day is my choice	4.7%	14
No, it will have/had no effect	15.3%	45
<i>answered question</i>		295
<i>skipped question</i>		31

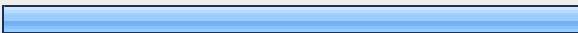


8. Did you ask to reschedule an exam in order to reduce the number of your exams on that day?

	Response Percent	Response Count
Yes, I spoke to my professors about rearranging my exams	29.1%	85
Yes, I spoke to other administrators about rearranging my exams	1.4%	4
No, I plan to take the exams/I took the exams on the same day	69.5%	203
<i>answered question</i>		292
<i>skipped question</i>		34

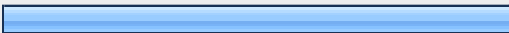
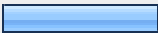
9. If you responded 'yes' to the question #8, what was the result?

	Response Count
	87
<i>answered question</i>	87
<i>skipped question</i>	239



10. The current practice at the University is that students who have 4 or more final exams on the same day may reschedule their exams so that they have no more than 3 on a given day. Would you take advantage of a change that allowed students to reschedule their exams if they have 3 or more on the same day?

	Response Percent	Response Count
Yes 	87.5%	253
No 	2.1%	6
Unsure 	10.4%	30
<i>answered question</i>		289
<i>skipped question</i>		37

11. Would your answer stay the same if it meant that you might have to reschedule your exams during the conflict resolution period on the last day of exams?

	Response Percent	Response Count
Yes 	76.7%	191
No 	23.3%	58
<i>answered question</i>		249
<i>skipped question</i>		77

12. Would your answer stay the if it meant that Study Day would be eliminated in order to be used as an extra day of examination?

	Response Percent	Response Count
Yes 	51.4%	128
No 	48.6%	121
<i>answered question</i>		249
<i>skipped question</i>		77

13. Please feel free to share any additional comments

	Response Count
	63
<i>answered question</i>	63
<i>skipped question</i>	263



University Senate TRANSMITTAL FORM

Senate Document #:	09-10-07
PCC ID #:	NA
Title:	Review of the Final Exam Policy
Presenter:	Richard Ellis, Chair of Senate Education Affairs Committee
Date of SEC Review:	January 28, 2011
Date of Senate Review:	NA
Voting (highlight one):	<ol style="list-style-type: none">1. On resolutions or recommendations one by one, or2. In a single vote3. To endorse entire report
Statement of Issue:	To evaluate whether or not an official final exam policy should be created. If the Educational Affairs Committee decides that a new policy is needed, it should then decide whether there should be a limit of no more than two or three final exams in one day.
Relevant Policy # & URL:	NA
Recommendation:	The Educational Affairs Committee suggests that the revised recommendations be put forward to the Provost for administrative action. Based on its review and analyses of the data, the Senate Educational Affairs Committee does not recommend a change in the guidelines, nor the establishment of a formal policy. It is hoped that through the revised recommendations in the attached report, primarily aimed at better communication, the number of students who do not wish to take three exams in one day can be reduced significantly.

<p>Committee Work:</p>	<p>On September 3, 2009, the Senate Executive Committee (SEC) charged the Senate Educational Affairs Committee to review the University's Final Exam guidelines. Under current guidelines, "students whose class schedule requires them to take more than three final examinations on the same day have the right to reschedule examinations so they have no more than three on a given day."</p> <p>Following review, the Educational Affairs Committee submitted a report to the SEC in December 2009. The SEC sent the report back to the Educational Affairs Committee in light of new background documents, with a revised charge that included meeting with University administrators who would be responsible for implementing the change to the guidelines.</p> <p>In the Spring 2010, the Educational Affairs Committee reviewed data provided by the Registrar, and discussed the implications with members of the Office of the Registrar and with Academic Affairs.</p> <p>At its April 2010 meeting, the Educational Affairs Committee voted in favor of putting forth the attached (original) recommendations (Appendix 5) with the understanding that the recommendations might change pending the results of an electronic survey administered to students with three or more final exams in the Spring 2010 final exam week.</p> <p>The SEC forwarded the original recommendations to the Provost's office on September 13, 2010. They requested that the Provost consider the Educational Affairs Committee's recommendations and report back to the SEC describing any action regarding the request by May 1, 2011.</p> <p>In Fall 2010 the Educational Affairs Committee reviewed the original report and recommendations made in the previous year. The committee again discussed the pros and cons of recommending that this remain as a practice versus establishing a policy. After reviewing the results of the survey, the Educational Affairs Committee agreed to support its original recommendations with minimal amendments made by the committee. The committee also agreed that the rescheduling of final exams remain as a practice not a formal policy.</p>
<p>Alternatives:</p>	<p>The SEC could decide a formal policy is needed and have the charge reexamined.</p>

Risks:	There are no associated risks.
Financial Implications:	There are no financial implications.
Further Approvals Required:	None

Senate Educational Affairs Committee
Recommendations on the Review of Final Exam Scheduling
November 2010
Richard F. Ellis, Chair

Background

On September 3, 2009, the Senate Executive Committee (SEC) charged the Senate Educational Affairs Committee with reviewing the University's Final Exam guidelines and with considering whether students should have the right to reschedule final examinations if they have more than two in the same day. (Appendix 1) Under current guidelines, "students whose class schedule requires them to take more than three final examinations on the same day have the right to reschedule so they have no more than three on a given day." Information provided by the Registrar to the 2009-2010 Educational Affairs Committee (Appendix 2), shows that only about 30 students fall into this category, and about 1000-1200 students have more than two final exams in one day.

Following its review, the Educational Affairs Committee submitted a report to the SEC in December 2009. (Appendix 3) The SEC sent the report back to the Educational Affairs Committee in light of new background documents, with a revised charge (Appendix 4) to reconsider the issue. The Educational Affairs Committee was charged with evaluating whether or not an official final exam policy should be created. If the committee decided that a new policy was needed, it had to then decide whether there should be a limit of no more than two or three final exams in one day. In addition, the committee was asked to meet with University administrators who would be responsible for implementing the change to the guidelines

Committee Work

In the Spring 2010, the Educational Affairs Committee reviewed data provided by the Registrar, and discussed its implications with members of the Office of the Registrar and Academic Affairs. In the course of their review, the committee discovered that a vast majority of classes have fixed final exam schedules, which enables students to avoid too many exams on the same day if they choose. However, there are also situations where students are not informed of the final exam schedule at the time of registration.

The Educational Affairs Committee also considered the legality of a policy and noted that suggesting a modification to the current practice would not officially be added to the University's Policies & Procedures Manual. The committee suggested recommending that the rescheduling of final exams remain as a practice, but that an administrative action be undertaken to limit faculty members' ability to change their final exam times after the start of the semester (e.g., after the last day to add/drop classes) and notify students when they have too many exams on one day during the registration process.

The Educational Affairs Committee continued discussing the pros and cons of recommending that this remain as a practice versus establishing a policy. At its April 2010 meeting, the Educational Affairs Committee voted against creating a formal final exam policy. However, the committee voted in favor of putting forth recommendations for administrative action (Appendix

5) and surveying students with three or more final exams during the Spring 2010 semester. Committee members agreed that their recommendations might change pending the results of the survey.

In Fall 2010 the Educational Affairs Committee reviewed the original report and recommendations made in the previous year. The committee again discussed the pros and cons of recommending that this remain as a practice versus establishing a policy. After reviewing the results of the survey, (Appendix 7) the Educational Affairs Committee agreed to support its original recommendations with minimal amendments made by the committee. The committee also agreed that the rescheduling of final exams remain as a practice not a formal policy.

Recommendation

The original recommendations put forward by the Educational Affairs Committee in the spring 2010 were reviewed and forwarded in a letter by the SEC to the Provost's office on September 13, 2010 (Appendix 6). The SEC requested that the Provost consider the Educational Affairs Committee's recommendations and report back to the SEC describing any action regarding the request by May 1, 2011.

Based on their review and analyses of the data, the Senate Educational Affairs Committee does not recommend a change in the guidelines, nor the establishment of a formal policy. It is hoped that through the recommendations below, primarily aimed at better communication, the number of students who do not wish to take three exams in one day can be reduced significantly.

1. The Provost's office will remind Deans to insist that their faculty inform both the Registrar's office and their Chairs and Deans if they do not intend to hold a final exam. There is already a policy in the Undergraduate Catalog that the requirement to give a final exam can be waived by prior written approval of the Chair, Director, or Dean.
2. Instructors with "non-standard" final exam times should be prepared to reschedule exams for students with more than two exams in one day. Department chairs and scheduling officers should take responsibility for informing instructors of this.
3. Students should be advised check their final exam schedule at the time of registration. If they do not wish to have more than two exams in one day they should adjust their schedule accordingly. They will be informed that if they register with a schedule that would require three "standard time" exams in one day, their instructors will not be obligated to accommodate them.
4. The Registrar's office will add a statement to the checklist in the MyUM Portal to remind students to check their final exam schedule at the time of registration. The Registrar's office will include a statement in the registration invitation letter encouraging students to review the final exam schedule at time of registration. (These steps have already been implemented as of October 2010.)
5. It would be possible to modify the registration tools so that a student's proposed schedule would be flagged with an "instant alert" if more than two exams are scheduled on the same day. But because the drop/add course selection system and the final exam

scheduling system are not presently linked, this would require some non-trivial programming and an investment that the Educational Affairs Committee agreed was not warranted at this time, given that a new suite of student services applications (KUALI) are scheduled to roll out in the near future. The Educational Affairs Committee recommends that such an alert be incorporated into the new registration system that will be released with KUALI.

Appendix 1- Original Charge

Appendix 2- Additional Background

Appendix 3- 2009 Educational Affairs Committee Original Report

Appendix 4- Recharge


Appendix 5- 09-10 Original Recommendations

Appendix 6- SEC Letter to the Provost

Appendix 7- Survey Results



University Senate CHARGE

Date:	September 3, 2009
To:	Neil Blough Chair, Educational Affairs Committee
From:	Elise Miller-Hooks Chair, University Senate 
Subject:	Review of the Final Exam Policy
Senate Document #:	09-10-07
Deadline:	December 11, 2009

The Senate Executive Committee (SEC) requests that the Educational Affairs Committee review the University's Final Exam Policy. The 2008-2009 Educational Affairs Committee has considered the impact of the current final exam policy on undergraduate students. Under the University's Examination and Course Assessment Guidelines, (found at <http://www.faculty.umd.edu/teach/examination.html>) "students whose class schedule requires them to take more than three final examinations on the same day have the right to reschedule examinations so they have no more than three on a given day." According to the Office of the Registrar, approximately 1,000 out of the 25,000 undergraduates at the University are confronted with this situation each semester. While this number does not represent the overwhelming majority of undergraduate students, it is significant and merits further attention.

The SEC requests that the committee investigate this issue to determine if the current exam policy should be revised to allow rescheduling of final examinations if a student has more than two on the same day.

We ask that you submit your report and recommendations to the Senate Office no later than **December 11, 2009**. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Appendix 2

Additional Background

The Registrar's office provided data on exam scheduling for the Fall 2009 semester that were used to develop an understanding of how students might better be able to know their exam schedule at the time of registration. The vast majority of classes have fixed final exam schedules (see, for example, <http://www.testudo.umd.edu/soc/exam201008.html>). Students can thus often avoid taking too many exams on the same day, if they so choose. However, the following situations foil the possibility for students to know their exam schedule at the time of registration.

- 1) The final exam time is theoretically known, but the instructor selects to move the final to another time without informing the Registrar's office. Likewise, some instructors cancel the exam, give a take-home exam, or assign some other culminating project; however, these actions should not affect the likelihood of a student taking multiple exams on the same day.
- 2) The course is designated "non-standard", meaning that it meets at a time that does not allow for fitting it into the standardized exam schedule. Some of these courses have schedules that are known at the start of the registration period for a given semester, but the exam schedule and room is not set until the final enrollment is known in order to optimize the match between enrollment and room size.
- 3) The course is not designated as "non-standard" at the time of registration, but the department and college have approved the schedule change upon the instructor's request and ask the Registrar's office to change the meeting time. If the class time is changed from a "standard" time to a "non-standard" time, the information about what would have been the "standard" exam time is lost, so there is no way to impose that the final exam be held during the original slot.

In Fall 2009, 417 sections (361 instructors and 9148 seats) had so-called "non-standard" times (out of about 6000 sections). Analyses conducted by the Registrar's Office suggest that many of these courses/sections were not likely to have had final exams. Furthermore, many were graduate courses, where the issue of moving the final exam has a much smaller impact, since graduate students are much more likely to have all of their courses in a single department or program. The analysis here focuses only on undergraduate courses, and removes all courses that appear to be the following type: research, independent study, seminars, colloquia, and all courses with fewer than 3 credits. The number of "non-standard" sections in this group was 136 (125 instructors and 4228 seats). The two tables below indicate the distribution by course level and by college.

level	#courses	# sections	# seats
100	6	7	918
200	18	22	730
300	37	44	1112
400	57	63	1468
total	118	136	4228

college	# courses	# sections	# seats
AGNR	4	4	132
ARCH	3	3	194
ARHU	28	29	800
BMGT	1	1	12
BSOS	13	15	990
CLFS	1	1	15
CMPS	3	3	60
EDUC	38	48	1,230
ENGR	6	8	268
JOUR	10	13	178
SPHL	7	7	277
UGST	4	4	72
total	118	136	4,228

There are a couple of points to note in the tables:

- The majority of “non-standard” courses are at the 300-400 level. Of 918 seats offered at the 100 level, three courses accounted for the majority of the enrollment: CCJS 100 (417 seats), HIST 156 (140 seats) and HIST 157 (237 seats). These are very popular courses so it may be of interest to further explore why these are in this “non-standard” category. For example, CCJS100 uses online tools for one of its three class hours and that may be why. Of the 200-level courses, almost half the enrollment was in two courses: CCJS230, which has one section that meets only once per week, and ARCH225, which meets TuTh 9-10:15, whereas the “standard” time is 9:30-10:45.
- Very few “non-standard” courses are in the science colleges, which is where students had indicated a high level of stress related to more than two exams in one day. Therefore, students with heavy course loads in the sciences can for the most part know their exam schedule at the time of registration. On the other hand, because the science and engineering courses tend to be highly sequential, students may not have complete freedom in formulating their class schedule each semester. This may warrant further analysis within the departments offering these majors. The 4 “non-standard” courses in CLFS and CMPS are upper-level majors-only courses with relatively low enrollments: GEOL393 (Technical Writing in the Geosciences, 6 seats), BSCI426 (Membrane Biophysics, 15 seats), MATH340 (Multivariable Calculus, etc., Honors, 17 seats), and PHYS410 (Mechanics, 37 seats).
- Three colleges account for the majority of the seats with non-standard meeting times. Further analysis would be of interest to know how many of these courses have a final

exam vs. how many have a final paper or other culminating project. All of the EDUC courses are at the 300+ level, for example.

It thus seems to be the case that these “non-standard” classes are not, for the most part, precluding students from knowing their exam schedule at the time of registration, particularly for those students in the sciences, who expressed the highest levels of stress associated with too many exams in one day.

At the end of the Spring 2010 semester, a survey was sent to all students who were scheduled for three or more exams. The results of the survey, including the survey questions, are attached as an appendix. Of the 1364 students who were sent the survey, 326 responded. Of these, only 10 students indicated that they had looked at the exam schedule when they registered for classes. Less than half of the students indicated that they had looked at the exam schedule during the semester; the majority of the remainder were informed of their schedule either by their instructors or by the Registrar’s office.

Some students do not have enough flexibility in their schedule to avoid three exams in one day. About 40% of the survey respondents indicated that they had to select a schedule that results in three exams in one day because of their major requirements. On the other hand, about 70% of the respondents did not ask to reschedule an exam due to reduce the number on a single day.

To: UMD Senate Executive Committee

From: Educational Affairs Committee
Neil V. Blough, Chair

RE: Review of the University's Final Exam Policy

Date: 12/7/09

On September 3, 2009, the Senate Executive Committee charged the Senate Educational Affairs Committee to review the University's Final Exam Policy. Under current policy guidelines, "students whose class schedule requires them to take more than three final examinations on the same day have the right to reschedule examinations so they have no more than three on a given day." Based on information provided to the committee by the Registrar, the current policy affects approximately 31 students each semester, only ~ 0.1% of the total student population. Changing this policy to read "no more than two final examinations on the given day" would increase the number of affected students by approximately 30- to 40-fold (~1000 to 1200 students), but this population still represents a very small percentage of the total student body (~3.2%). It was the consensus of the committee that taking more than two exams on a given day is particularly taxing to the students and that their performance on exams in this situation may not adequately reflect their knowledge of the subject material. Further, it was the view of the committee that current university policies on rescheduling final exams are, for the most part (see below), well delineated (Sections 3-5 within the University Policy with Regard to Final Examinations) and should provide the framework necessary for accommodating this small population of additional students without the need for the Registrar to extend the final exam period. In summary, the committee felt that the best interests of the students superseded the possible additional burden that might be placed on the faculty due to implementation of this policy change.

Recommendation 1:

The committee recommends that the current University Policy with Regard to Final Examinations be changed to read: "Students whose class schedule requires them to take more than two final examinations on the same day have the right to reschedule examinations so they have no more than two on a given day."

Although students are strongly encouraged to check the final exam schedule before registering for courses (both in the University Registration Guide and University Policy with Regard to Final Examinations), the committee noted that it may not be evident to students at the time of registration that their schedule will require them to take more than two final exams on the same day. In some instances, it appears that final exam dates are

not finalized until after the drop period. Thus, the committee also recommends that the following policies be instituted:

Recommendation 2:

The committee recommends that the final exam schedule, as much as possible, be set by the Registrar at the time of registration, and further, that conflicts (more than two final exams on a given day) be flagged during the registration process so that students (and their advisors) are made fully aware of these conflicts at the beginning of the semester. Students should be required to acknowledge conflicts at the time of registration and provide evidence that the conflict has been resolved prior to the add/drop period. Any course whose final exam is set after the add/drop period would be required to provide the make-up exam in the event of a conflict.

The committee also noted that the guidelines for determining the priority of the course providing the make-up exam under section 4 of the University Policy with Regard to Final Examinations could conflict. The committee thus recommends the following changes to this section:

Recommendation 3:

Under “The following guidelines may be used:” in section 4 of the University Policy with Regard to Final Examinations, the guideline “The smaller course should have the make-up exam” should be accorded first priority, whereas the guideline “The lower level course should have the make-up exam” should be accorded secondary priority.




UNIVERSITY OF
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College Park, Maryland 20742-4111
Tel: (301) 405-5805 Fax: (301) 405-5749
<http://www.senate.umd.edu>

Date: January 21, 2010

To: Neil Blough
Chair, Educational Affairs

From: Elise Miller-Hooks 
Chair, Senate Executive Committee

Subject: Review of the Final Exam Policy 09-10-07

The Senate Executive Committee (SEC) reviewed your report, "Review of the Final Exam Policy 09-10-07," at its January 19, 2010 meeting. The SEC would like to thank the Educational Affairs Committee for its time and effort expended in responding to the charge.

In the course of reviewing the Committee's report, it was discovered that there is no existing final exam policy at the University. Thus, the recommendation for a change to an existing policy would, in effect, be a recommendation for a change merely to a practice. The SEC recommends that the Committee reconsider this issue. In its deliberations, it would be useful for the Committee to first evaluate whether or not an official final exam policy should be created. If the committee decides that a new policy is needed, it should then decide whether there should be a limit of no more than two or three final exams in one day.

The SEC requests that the Committee review past legislation and supporting documentation before reaching a decision on whether or not a new policy is needed and if any changes in practice would be warranted. Documents to consider include, but are not limited to: Review the Scheduling of Final Examinations (Senate Doc# 01-02-04), the Registrar's review from 2005, Exam Schedule Effectiveness from the Registrar's Office and any statistics available from the Registrar. Additionally, the SEC feels that the committee should meet with some of the university's administrators who are responsible for implementing the policy, including administrators from the Offices of the Registrar, Academic Affairs and Undergraduate Studies, in the course of your deliberations.

If creation of a new policy is recommended, the policy should be drafted and vetted with the University's Legal Office and those who would be responsible for its implementation mentioned above. Note that necessary changes to the Faculty Handbook, Undergraduate Catalog and Schedule of Classes follow new policy implementation and fall outside the purview of this committee.

We look forward to your revised report on this issue. If you have any questions, please contact Reka Montfort in the Senate Office (reka@umd.edu or x55804).

Attachments

Cc: Chelsea Benincasa



University Senate TRANSMITTAL FORM

Senate Document #:	09-10-07
PCC ID #:	N/A
Title:	Review of the Final Exam Policy
Presenter:	Neil Blough, Chair of Senate Educational Affairs Committee
Date of SEC Review:	May 14, 2010
Date of Senate Review:	N/A
Voting (highlight one):	On resolutions or recommendations one by one, or In a single vote To endorse entire report
Statement of Issue:	There are a number of situations which may hinder students' ability to know their final exam schedule at the time of class registration, which may result in the scheduling of multiple final exams on the same day.
Relevant Policy # & URL:	N/A
Recommendation:	Due to the potential situations that may preclude students from knowing their final exam schedule at the time of registration, particularly for those students in the sciences, who expressed the highest levels of stress associated with too many exams on one day, the committee makes six recommendations for administrative action, all of which are listed in the attached report.
Committee Work:	In 2002, the Senate Academic Procedures and Standards (APAS) Committee recommended that a change be made to the Undergraduate Catalog which would allow students whose class schedule requires them to take more than three final exams on the same day have the right to reschedule exams so they have no more than three on a given day. In subsequent years, the Office of the Registrar has conducted reviews regarding whether this practice is useful, or whether the total number of applicable final exams scheduled on the same day should be reduced from three to two. At the beginning of the Fall 2009 Semester, the Senate Educational Affairs Committee was charged with reviewing whether students should have the right to reschedule their final

	<p>exams if they have more than two on the same day. Following review, the Committee submitted a report to the Senate Executive Committee (SEC) in December 2009. The SEC sent the report back to the Committee, in light of new background documents, with a revised charge. The 2009-2010 Educational Affairs Committee continued to research and review the issue of students having multiple final exams scheduled on the same day.</p> <p>The Educational Affairs Committee reviewed data and statistics provided by the Office of the Registrar, as well as met with representatives of the Office of the Registrar and the Office of the Senior Vice President for Academic Affairs and Provost during the course of its review.</p> <p>At its meeting on April 20, 2010, the Educational Affairs Committee voted in favor of putting forth the attached recommendations. The Committee also voted in favor of creating and disseminating an electronic survey to students with three or more final exams scheduled on the same day during the 2009-2010 Final Exam Week. The data collected from this survey will help the committee to further assess the scope of any potential issues that may exist. The Committee plans to highlight this work in its Annual Report, and continue to examine this topic during the 2010-2011 academic year. After the survey is evaluated, the committee will consider whether additional action is needed to minimize the number of students who have three or more exams in one day.</p>
Alternatives:	Alternate administrators/administrative units could be identified as appropriate in order to carry out these recommendations.
Risks:	There are no associated risks.
Financial Implications:	There are no financial implications.
Further Approvals Required: <i>(*Important for PCC Items)</i>	N/A

Senate Educational Affairs

Recommendations Regarding Final Exams

E. Beise, April 20, 2010

While the majority of classes have fixed final exam schedules, thus allowing students to avoid taking multiple exams on the same day, if they so choose, the following situations foil the possibility for students to know their exam schedule at the time of registration.

- 1) The final exam time is theoretically known, but the instructor selects to move the final to another time without informing the Registrar's office. Likewise, some instructors cancel the exam, give a take-home exam, or assign some other culminating project; however, these actions should not affect the likelihood of a student taking multiple exams on the same day.
- 2) The course is designated "non-standard", meaning that it meets at a time that does not allow for fitting it into the standardized exam schedule. Some of these courses have schedules that are known at the start of the registration period for a given semester, but the exam schedule and room is not set until the final enrollment is known in order to optimize the match between enrollment and room size.
- 3) The course is not designated as "non-standard" at the time of registration, but the department and college have approved the schedule change upon the instructor's request and ask the Registrar's office to change the meeting time. If the class time is changed from a "standard" time to a "non-standard" time, the information about what would have been the "standard" exam time is lost, so there is no way to impose that the final exam be held during the original slot.

In Fall 2009, 417 sections (361 instructors and 9148 seats) had "non-standard" times (out of about 6000 sections). Analyses conducted by the Registrar's Office suggest that many of these courses/sections were not likely to have had final exams. Furthermore, many were graduate courses, where the issue of moving the final exam has a much smaller impact, since graduate students are much more likely to have all of their courses in a single department or program. The analysis here focuses only on undergraduate courses, and removes all courses that appear to be the following type: research, independent study, seminars, colloquia, and all courses with fewer than 3 credits. The number of "non-standard" sections in this group was 135 (125 instructors and 4228 seats). The two tables below indicate the distribution by course level and by college.

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There are a couple of points to note:

- The majority of “non-standard” courses (but not seats) are at the 300-400 level. Of 918 seats offered at the 100 level, three courses accounted for the majority of the enrollment: CCJS 100 (417 seats), HIST 156 (140 seats) and HIST 157 (237 seats). These are very popular courses so it may be of interest to further explore why these are in this “non-standard” category. For example, CCJS100 uses online tools for one of its three class hours and that may be why. Of the 200-level courses, almost half the enrollment was in two courses: CCJS230, which has one section that meets only once per week, and ARCH225, which meets TuTh 9-10:15, whereas the “standard” time is 9:30-10:45.
- Very few “non-standard” courses are in the science colleges, which is where students had indicated a high level of stress related to more than two exams in one day. Therefore, students with heavy course loads in the sciences can for the most part know their exam schedule at the time of registration. On the other hand, because the science and engineering courses tend to be highly sequential, students may not have complete freedom in formulating their class schedule each semester. This may warrant further analysis. The 4 “non-standard” courses in CLFS and CMPS are upper-level majors-only courses with relatively low enrollments: GEOL393 (Technical Writing in the Geosciences, 6 seats), BSCI426 (Membrane Biophysics, 15 seats), MATH340 (Multivariable Calculus, etc., Honors, 17 seats), and PHYS410 (Mechanics, 37 seats).
- Three colleges account for the majority of the seats with non-standard meeting times. Further analysis would be of interest to know how many of these courses have a final exam vs. how many have a final paper or other culminating project. All of the EDUC courses are at the 300+ level, for example.

It thus seems to be the case that these “non-standard” classes are not, for the most part, precluding students from knowing their exam schedule at the time of registration, particularly for

those students in the sciences, who expressed the highest levels of stress associated with too many exams in one day.

Based on these analyses and assumptions, the Senate Educational Affairs Committee makes the following recommendations:

- The Provost's office will remind Deans to insist that their faculty inform both the Registrar's office and their Chairs and Deans if they do not intend to hold a final exam. There is already a policy in the Undergraduate Catalog that the requirement to give a final exam can be waived by prior written approval of the Chair, Director, or Dean.
- Instructors with "non-standard" final exam times should be prepared to reschedule exams for students with more than two exams in one day. Department chairs and scheduling officers should take responsibility for informing instructors of this.
- Other than the "non-standard" classes, students should be advised check their final exam schedule at the time of registration. If they do not wish to have 3 exams in one day they should adjust their schedule accordingly. They will be informed that if they register with a schedule that would require three "standard time" exams in one day, their instructors will not be obligated to accommodate them.
- The committee recognizes that some students may not have enough choice in their schedules to avoid 3 exams in one day, and is working on a survey to collect information as to how many students actually consider the final exam schedule when selecting classes, how many could avoid the situation through alternate selection of courses, or how many choose to ignore the exam schedule when selection courses. After the survey is evaluated the committee will consider whether additional action is needed to minimize the number of students who have three or more exams in one day.
- The Registrar's office will add a statement to the checklist in the MyUM Portal to remind students to check their final exam schedule at the time of registration. The Registrar's office will include a statement in the registration invitation letter encouraging students to review the final exam schedule at time of registration.
- Although the Registrar's office could modify the registration tools so that a student's proposed schedule would be flagged with an "instant alert" if more than two exams are scheduled on the same day, because the drop/add course selection system and the final exam scheduling system are not presently linked, this would require some non-trivial programming to pull information from more than one system. In light of the fact that the new KUALI system is expected to solve this problem, we don't recommend that this additional programming be done for the current system but recommend that it be incorporated into the new registration system that will be released with KUALI.

Report Appendices – Survey Questions, Response from Executive Committee, Initial Report of Educational Affairs Committee, Original Charge from Senate Chair Elise Miller-Hooks

**Survey for students having 3 or more final exams scheduled for the same day during
Finals Week Spring 2010:**

1. What is the college of your major? (drop down menu)
 - College of Agriculture and Natural Resources
 - School of Architecture, Planning, and Preservation
 - College of Arts and Humanities
 - College of Behavioral and Social Sciences
 - Robert H. Smith School of Business
 - College of Chemical and Life Sciences
 - College of Computer, Mathematical and Physical Sciences
 - College of Education
 - A. James Clark School of Engineering
 - The Graduate School
 - Philip Merrill College of Journalism
 - College of Information Studies
 - School of Public Health
 - School of Public Policy
 - Office of Undergraduate Studies

2. What is your academic status?
 - Freshman
 - Sophomore
 - Junior
 - Senior
 - Graduate Student

3. What is the greatest number of exams you have scheduled on one day during this Spring 2010 finals period?
 - <2
 - 2
 - 3
 - 4
 - >4

4. How many credits do you have in your course schedule this semester?
 - <12
 - 12-15
 - 16-20
 - >20

5. When did you become aware that your exam schedule included 3 or more exams scheduled for one day? (select as many as apply)
 - I looked at the schedule when I signed up for classes
 - I received an email from the Registrar's Office telling me that I have three or more exams scheduled on one day
 - I looked at the schedule of classes during the semester
 - My professors told me the exam times and dates before the drop/add deadline
 - My professors told me the exam times and dates after the drop/add deadline
 - I intentionally scheduled my exams this way

6. Which of the following best describes the reason that you have 3 or more exams on any one day?
- I had to select a course schedule that resulted in 3 exams on one day because of my major/minor requirements
 - I chose one or more electives that resulted in my having 3 exams on one day
 - One of my courses is scheduled at a non-standard time and I did not know when the exam would be when I registered
 - The date was changed because it conflicted with a religious observance
 - I got permission to change the date/time of my exam because of a personal conflict

7. Do you anticipate that having to take 3 or more exams in one day will affect you or, if you have already taken your exams, did it affect you? (select as many as apply)

- Yes, my ability to adequately prepare will be/was affected
- Yes, my ability to remain focused and perform to the best of my ability will be/was affected
- Yes, I will be/was affected, but taking 3 or more exams on one day is my choice
- No, it will have/had no effect

8. Did you ask to reschedule an exam in order to reduce the number of your exams on that day?

- Yes, I spoke to my professors about rearranging my exams
- Yes, I spoke to other administrators about rearranging my exams
- No, I plan to take the exams/I took the exams on the same day

8. b. If you responded 'yes' to Question 8, what was the result? (text field for comment)

9. The current practice at the University is that students who have 4 or more final exams on the same day may reschedule their exams so that they have no more than 3 on a given day. Would you take advantage of a change that allowed students to reschedule their exams if they have 3 or more on the same day?

- Yes
- No
- Unsure

10. If you responded 'yes' to Question 9, would your answer stay the same if it meant that you might have to reschedule your exams during the conflict resolution period on the last day of exams?

- Yes
- No

11. If you responded 'yes' to Question 9, would your answer stay the if it meant that Study Day would be eliminated in order to be used as an extra day of examination?

- Yes
- No

Please feel free to share any additional comments (text field)

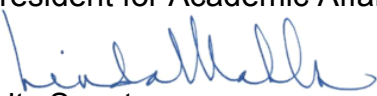


UNIVERSITY OF
MARYLAND
UNIVERSITY SENATE

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<http://www.senate.umd.edu>

September 13, 2010

To: Nariman Farvardin
Senior Vice President for Academic Affairs & Provost

From: Linda Mabbs 
Chair, University Senate

Subject: Recommendations Regarding Final Exam Scheduling Procedures (Senate Document #: 09-10-07)

The Senate Executive Committee (SEC) charged the Educational Affairs Committee with the following, "Evaluate whether or not an official final exam policy should be created. If the committee decides that a new policy is needed, it should then decide whether there should be a limit of no more than two or three final exams in one day."

The Educational Affairs Committee reported back to the SEC at its meeting on May 14, 2010. They determined that they needed to conduct a survey of the affected students and evaluate those results prior to making their final decision. However, they did make the following recommendations regarding the current procedures for scheduling final exams:

- The Provost's office will remind Deans to insist that their faculty inform both the Registrar's office and their Chairs and Deans if they do not intend to hold a final exam. There is already a policy in the Undergraduate Catalog that the requirement to give a final exam can be waived by prior written approval of the Chair, Director, or Dean.
- Instructors with "non-standard" final exam times should be prepared to reschedule exams for students with more than two exams in one day. Department chairs and scheduling officers should take responsibility for informing instructors of this.
- Other than the "non-standard" classes, students should be advised check their final exam schedule at the time of registration. If they do not wish to have 3 exams in one day they should adjust their schedule accordingly. They will be informed that if they register with a schedule that would require three "standard time" exams in one day, their instructors will not be obligated to accommodate them.
- The committee recognizes that some students may not have enough choice in their schedules to avoid 3 exams in one day, and is working on a survey to collect information as to how many students actually consider the final exam schedule when selecting classes, how many could avoid the situation through alternate selection of courses, or how many choose to ignore the exam schedule when selection courses. After the survey is evaluated the committee will consider whether additional action is needed to minimize the number of students who have three or more exams in one

day.

- The Registrar's office will add a statement to the checklist in the MyUM Portal to remind students to check their final exam schedule at the time of registration. The Registrar's office will include a statement in the registration invitation letter encouraging students to review the final exam schedule at time of registration.
- Although the Registrar's office could modify the registration tools so that a student's proposed schedule would be flagged with an "instant alert" if more than two exams are scheduled on the same day, because the drop/add course selection system and the final exam scheduling system are not presently linked, this would require some non-trivial programming to pull information from more than one system. In light of the fact that the new KUALI system is expected to solve this problem, we don't recommend that this additional programming be done for the current system but recommend that it be incorporated into the new registration system that will be released with KUALI.

The SEC would like to request that you consider the Educational Affairs Committee's recommendations. We would appreciate it if you could send us a report describing your actions regarding this request by May 1, 2011. Thank you for your attention to this request.

Final Exams

1. What is the college of your major?			Response Percent	Response Count
AGNR-College of Agriculture and Natural Resources			4.6%	15
ARCH-School of Architecture, Planning, and Preservation			0.9%	3
ARHU-College of Arts and Humanities			7.1%	23
BSOS-College of Behavioral and Social Sciences			20.6%	67
BMGT-Robert H. Smith School of Business			12.6%	41
CFLS-College of Chemical and Life Sciences			14.1%	46
CMPS-College of Computer, Mathematical and Physical Sciences			5.5%	18
EDUC-College of Education			5.2%	17
ENGR-A. James Clark School of Engineering			14.7%	48
JOUR-Philip Merrill College of Journalism			2.8%	9
CLIS-College of Information Studies			0.3%	1
SPHL-School of Public Health			8.0%	26
PUAF-School of Public Policy			0.0%	0
UGST-Undergraduate Studies/Letters & Sciences			3.7%	12
			answered question	326
			skipped question	0


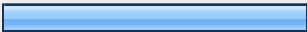


2. What is your academic status?

	Response Percent	Response Count
Freshman	24.8%	81
Sophomore	28.2%	92
Junior	27.9%	91
Senior	18.4%	60
Graduate Student	0.6%	2
answered question		326
skipped question		0


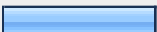
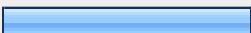
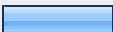
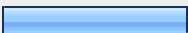
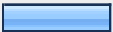
3. What is the greatest number of exams you have scheduled on one day during this Spring 2010 finals period?

	Response Percent	Response Count
<2	7.4%	24
2	21.8%	71
3	68.7%	224
4	2.1%	7
>4	0.0%	0
answered question		326
skipped question		0



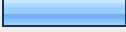


4. How many credits do you have in your course schedule this semester?

	Response Percent	Response Count
<12 	2.1%	7
12-15 	46.0%	150
16-20 	50.0%	163
>20 	1.8%	6
answered question		326
skipped question		0

5. When did you become aware that your exam schedule included 3 or more exams scheduled for one day? (select as many as apply)

	Response Percent	Response Count
I looked at the schedule when I signed up for classes 	3.4%	10
I received an email from the Registrar's Office telling me that I have three or more exams scheduled on one day 	22.7%	67
I looked at the schedule of classes during the semester 	37.3%	110
My professors told me the exam times and dates before the drop/add deadline 	16.3%	48
My professors told me the exam times and dates after the drop/add deadline 	27.5%	81
I intentionally scheduled my exams this way	0.0%	0
None of the Above 	15.9%	47
answered question		295
skipped question		31

6. Which of the following best describes the reason that you have 3 or more exams on any one day?

		Response Percent	Response Count
I had to select a course schedule that resulted in 3 exams on one day because of my major/minor requirements		40.7%	120
I chose one or more electives that resulted in my having 3 exams on one day		15.6%	46
One of my courses is scheduled at a non-standard time and I did not know when the exam would be when I registered		18.3%	54
The date was changed because it conflicted with a religious observance		0.3%	1
I got permission to change the date/time of my exam because of a personal conflict		0.0%	0
None of the Above		25.1%	74
answered question			295
skipped question			31

7. Do you anticipate that having to take 3 or more exams in one day will affect you or, if you have already taken your exams, did it affect you? (select as many as apply)

	Response Percent	Response Count
Yes, my ability to adequately prepare will be/was affected	70.8%	209
Yes, my ability to remain focused and perform to the best of my ability will be/was affected	62.7%	185
Yes, I will be/was affected, but taking 3 or more exams on one day is my choice	4.7%	14
No, it will have/had no effect	15.3%	45
<i>answered question</i>		295
<i>skipped question</i>		31

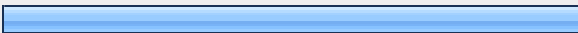


8. Did you ask to reschedule an exam in order to reduce the number of your exams on that day?

	Response Percent	Response Count
Yes, I spoke to my professors about rearranging my exams	29.1%	85
Yes, I spoke to other administrators about rearranging my exams	1.4%	4
No, I plan to take the exams/I took the exams on the same day	69.5%	203
<i>answered question</i>		292
<i>skipped question</i>		34

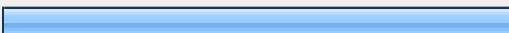
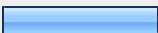
9. If you responded 'yes' to the question #8, what was the result?

	Response Count
	87
<i>answered question</i>	87
<i>skipped question</i>	239



10. The current practice at the University is that students who have 4 or more final exams on the same day may reschedule their exams so that they have no more than 3 on a given day. Would you take advantage of a change that allowed students to reschedule their exams if they have 3 or more on the same day?

	Response Percent	Response Count
Yes 	87.5%	253
No 	2.1%	6
Unsure 	10.4%	30
<i>answered question</i>		289
<i>skipped question</i>		37

11. Would your answer stay the same if it meant that you might have to reschedule your exams during the conflict resolution period on the last day of exams?

	Response Percent	Response Count
Yes 	76.7%	191
No 	23.3%	58
<i>answered question</i>		249
<i>skipped question</i>		77

12. Would your answer stay the if it meant that Study Day would be eliminated in order to be used as an extra day of examination?

	Response Percent	Response Count
Yes 	51.4%	128
No 	48.6%	121
<i>answered question</i>		249
<i>skipped question</i>		77

13. Please feel free to share any additional comments

	Response Count
	63
<i>answered question</i>	63
<i>skipped question</i>	263



University Senate TRANSMITTAL FORM

Senate Document #:	11-12-02
PCC ID #:	n/a
Title:	Senate Standing Committee and Council Slates
Presenter:	Martha Nell Smith, Chair of the 2011-2012 Committee on Committees
Date of SEC Review:	September 7, 2011
Date of Senate Review:	September 21, 2011
Voting (highlight one):	<ol style="list-style-type: none"> 1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report
Statement of Issue:	Presentation of the Senate Standing Committee and Council Slates, as generated by the Senate Committee on Committees, to be approved by the Senate Executive Committee and the University Senate.
Relevant Policy # & URL:	n/a
Recommendation:	To approve the slates as presented.
Committee Work:	The Committee on Committees met on May 23 and May 27, 2011 to review all of the committee volunteers and their statements. The Committee on Committees had 110 membership openings to fill on the regular standing committees of the Senate, and 284 volunteers from the various constituencies on campus. The committee endeavored to create balanced standing committee memberships, representing a variety of colleges, disciplines, constituencies, and gender. The committee selected faculty, staff, and students volunteers to fill the open positions. The committee members used the volunteers' top three choices from the preference form to place

	<p>them onto respective committees. The Committee on Committees members were assigned responsibilities for further recruitment as needed.</p> <p>The 2011-2012 Committee on Committees voted to approve the final slate at its meeting on May 27, 2011.</p> <p>The Senate Office and the Chair of the Committee on Committees worked together to fill any vacancies that arose following the meetings throughout the summer. Following the final placements, the Senate Office alerted all of the volunteers as to whether they had been placed on a committee for the 2011-2012 academic year.</p> <p>Additionally, the Senate Chair-Elect worked with the Provost's Office to create the slate of candidates for the University Library Council. In accordance with the Library Council Bylaws, the slate of Library Council appointees was approved by both the Senate Committee on Committees and Senior Vice President and Provost Ann Wylie on September 1, 2011. The Senate Office worked with the Chair of the Research Council and the Chair of the IT Council in order to create the slate of appointees for their respective councils, as well.</p>
Alternatives:	To not approve the slates.
Risks:	There are no related risks.
Financial Implications:	There are no financial implications.
Further Approvals Required: (*Important for PCC Items)	Presidential approval.

Academic Procedures & Standards (APAS)

Nominated

Joanne Archer	Faculty	LIBR	2013
Linda Coleman	Faculty	ARHU	2013
Reid Compton	Faculty	CMNS	2013
David Glenn	Faculty	LIBR	2013
Michael Montague-Smith	Faculty	CMNS	2013
Brian Coyle	Graduate Student	CMNS	2012
Steven Olig	Graduate Student	ENGR	2012
Sedef Ayalp	Undergraduate Student	ENGR	2012
Alex Chafitz	Undergraduate Student	BSOS	2012
Sarah Yang	Undergraduate Student	CMNS	2012

Ex-Officio

Donna Hamilton	Ex-Officio-Provost's Rep	UGST	2012
Arthur Popper	Ex-Officio-Graduate School Rep	CMNS	2012
Britt Reynolds	Ex-Officio-Director of Admissions	SVPAAP	2012
Douglas Roberts	Ex-Officio-Undergrad Studies Rep	UGST	2012

Continuing

Sharon Epps	Faculty	LIBR	2012
Richard Klank	Faculty	ARHU	2012
Christine Roberts White	Faculty	BSOS	2012
Marcia Shofner	Faculty	CMNS	2012
Lisa Taneyhill	Faculty	AGNR	2012

Chair

Robert Buchanan	Chair	AGNR	2012
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Campus Affairs

Nominated

Missy Meharg	Faculty	PRES	2013
Carla Montori	Faculty	LIBR	2012
Froma Roth	Faculty	BSOS	2013
William Walters	Faculty	CMNS	2013
Johnny Graham	Graduate Student	BMGT	2012
Emily Seldomridge	Graduate Student	CMNS	2012
John Breda	Undergraduate Student	ENGR	2012
Jennifer Lannon	Undergraduate Student	CMNS	2012

Ex-Officio

David Colon Cabrera	Ex-Officio-GSG Rep	BSOS	2012
Carol Corneilse	Ex-Officio-Provost's Rep	SVPAAP	2012
Matthew Popkin	Ex-Officio-SGA Rep	BSOS	2012
Neil Tickner	Ex-Officio-VP University Relations	VPUR	2012
Carolyn Trimble	Ex-Officio-VP AA	VPAA	2012
Robert Waters	Ex-Officio-Dir ODI	SVPAAP	2012
John Zacker	Ex-Officio-VP SA	VPSA	2012

Continuing

Robert Sprinkle	Faculty	PUAF	2012
David Tilley	Faculty	AGNR	2012
Margaret Barott	Exempt Staff	CMNS	2012
Dorinda Kimbrell	Exempt Staff	BSOS	2012

Chair

Marcia Marinelli	Chair	VPSA	2012
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Educational Affairs

Nominated

Bonnie Dixon	Faculty	CMNS	2013
Judith Hallett	Faculty	ARHU	2012
William Lamp	Faculty	CMNS	2013
Ronald Luna	Faculty	BSOS	2013
Jandelyn Plane	Faculty	CMNS	2013
Virginia Kotzias	Graduate Student	PUAF	2012
Amanda Lowman	Undergraduate Student	EDUC	2012
Michael Rosenthal	Undergraduate Student	ENGR	2012

Ex-Officio

Elizabeth Beise	Ex-Officio-Provost's Rep & Chair of PCC Rep	SVPAAP	2012
Denny Gulick	Ex-Officio-Chair of Gen Ed Rep	CMNS	2012
Cynthia Hale	Ex-Officio-Graduate School Rep	GRAD	2012
Katherine Russell	Ex-Officio-Dir of Honors Rep	UGST	2012
Jamil Scott	Ex-Officio-SGA Rep	BSOS	2012
Ann Smith	Ex-Officio-Undergraduate Studies Rep	CMNS	2012
Michael Wiederoder	Ex-Officio-GSG Rep	ENGR	2012

Continuing

Svetla Baykoucheva	Faculty	LIBR	2012
Emily Edwards	Faculty	CMNS	2012
Johnnieque Love	Faculty	LIBR	2012
Terrence McCall	Faculty	UGST	2012
Lelyn Saner	Faculty	VPR	2012
Patrick Warfield	Faculty	ARHU	2012
Yanjin Zhang	Faculty	AGNR	2012
Lisa Barnard	Exempt Staff	BMGT	2012
Katherine Izsak	Exempt Staff	BSOS	2012

Chair

Francis Alt	Chair	BMGT	2012
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Elections, Representation, & Governance (ERG)

Nominated

Terry Owen	Faculty	LIBR	2013
Alina Twist	Faculty	VPR	2013
Jianhua Zhu	Faculty	AGNR	2013
Jess Jacobson	Exempt Staff	PRES	2013
Brendan Callahan	Graduate Student	PUAF	2012
Aaron Tobiason	Graduate Student	ARHU	2012
Catherine Fisanich	Non-Exempt Staff	CMNS	2012
Pooja Deb	Undergraduate Student	LTSC	2012
Benjamin Simon	Undergraduate Student	BSOS	2012

Ex-Officio

Pamela Phillips	Ex-Officio-Assistant VP IRPA	SVPAAP	2012
David Rieger	Ex-Officio-Dir of UHR Rep	VPAA	2012

Continuing

Wayne Colburn	Faculty	PRES	2012
Devin Ellis	Faculty	BSOS	2012
Michael Elonge	Faculty	AGNR	2012
Nevenka Zdravkovska	Faculty	LIBR	2012

Chair

Kenneth Fleischmann	Chair	INFO	2012
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Equity, Diversity, & Inclusion (EDI)

Nominated

Diego Hernandez	Faculty	EDUC	2013
Laura Logie	Faculty	ARHU	2013
Charles Schuster	Faculty	AGNR	2013
James Bond	Exempt Staff	VPSA	2012
Susan Elliott	Exempt Staff	VPAA	2013
Elizabeth Wineke	Exempt Staff	SVPAAP	2013
Kelsey Corlett-Rivera	Graduate Student	CLIS	2012
Rita Zhang	Graduate Student	EDUC	2012
Cynthia Shaw	Non-Exempt Staff	UGST	2013
Austin Ikechi	Undergraduate Student	LTSC	2012
Judah Kerbel	Undergraduate Student	ARHU	2012
Patricia Tuon	Undergraduate Student	BSOS	2012
Kiera Zitelman	Undergraduate Student	AGNR	2012

Ex-Officio

Chandra Bisnath	Ex-Officio-Student Affairs Rep	VPSA	2012
Gloria Bouis	Ex-Officio-Director of ODI	PRES	2012
David Rieger	Ex-Officio-Administrative Affairs Rep	VPAA	2012
Lee Thornton	Ex-Officio-Provost's Rep	SVPAAP	2012

Continuing

Naeemah Raqib	Faculty	AGNR	2012
Nedelina Tchangalova	Faculty	LIBR	2012
Eric Zanot	Faculty	JOUR	2012
Cliffornia Royals Howard	Non-Exempt Staff	ARHU	2012
Vandaliah Thompson	Non-Exempt Staff	VPAA	2012

Chair

Vincent Novara	Chair	LIBR	2012
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Faculty Affairs

Nominated

Patricia Cossard	Faculty	LIBR	2013
Ayush Gupta	Faculty	CMNS	2013
Klaus Hubacek	Faculty	BSOS	2013
Sally Koblinsky	Faculty	SPHL	2013
Jose Naharro-Calderon	Faculty	ARHU	2012
Arthur Popper	Faculty	CMNS	2012
Ellin Scholnick	Faculty	PRES	2013
Amanda Field	Graduate Student	CMNS	2012
Steven Glickman	Graduate Student	PUAF	2012
Jason Begun	Undergraduate Student	CMNS	2012

Ex-Officio

Dale Anderson	Ex-Officio-Dir UHR	VPAA	2012
Michele Eastman	Ex-Officio-President's Rep	PRES	2012
Juan Uriagereka	Ex-Officio-Provost's Rep	SVPAAP	2012

Continuing

Geraldine Foudy	Faculty	LIBR	2012
Nelly Stromquist	Faculty	EDUC	2012
Donald Webster	Faculty	AGNR	2012
Jill Fosse	Exempt Staff	LIBR	2012

Chair

Charles Fenster	Chair	CMNS	2012
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General Education

Nominated

Andrew Baldwin	Faculty	AGNR	2013
Robert Grimm	Faculty	PUAF	2012
Denny Gulick	Faculty	CMNS	2013
Bradley Hatfield	Faculty	SPHL	2012
David Kirsch	Faculty	BMGT	2013
Sangeetha Madhavan	Faculty	BSOS	2013
Debra Neubert	Faculty	EDUC	2012
Valerie Orlando	Faculty	ARHU	2013
Gary Pertmer	Faculty	ENGR	2012
Jennifer Preece	Faculty	INFO	2012
Carol Rogers	Faculty	JOUR	2012
Madlen Simon	Faculty	ARCH	2013
Joshua Hiscock	Graduate Student	EDUC	2012
Abegbe-Owoade Ayorinde	Undergraduate Student	SPHL	2012
Rachel Ellis	Undergraduate Student	BMGT	2012
Jeremy Kronos	Undergraduate Student	AGNR	2012

Ex-Officio

Cathy Barks	Ex-Officio-Director of Honors College Rep	UGST	2012
Douglas Roberts	Ex-Officio-Associate Dean for Undergrad Studies	UGST	2012
Laura Slavin	Ex-Officio-Undergrad Studies Rep	UGST	2012
Greig Stewart	Ex-Officio-Director of College Park Scholars	UGST	2012

Continuing

There are currently no continuing members of this committee.

Chair

Laura Rosenthal	Chair	ARHU	2012
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IT Council

Nominated

Agisilaos Iliadis	Faculty	ENGR	2012
Katie King	Faculty	ARHU	2012
Marcio Oliveira	Faculty	SPHL	2012

Ex-Officio

Gnanalingam Anandalingam	Ex-Officio-Provost's Rep-Dean	BMGT	2012
Anna Bedford	Ex-Officio-GSG Rep	ARHU	2012
William Carroll	Ex-Officio-SGA Rep	BMGT	2012
Kevin Klose	Ex-Officio-Provost's Rep-Dean	JOUR	2012
Patricia Steele	Ex-Officio-Provost's Rep-Dean	LIBR	2012

Continuing

Linda Clement	Faculty	VPAA
Carlo Colella	Exempt Staff	VPAA
Irwin Goldstein	Exempt Staff	USMO
Patrick O'Shea	Exempt Staff	VPR
William Remington	Exempt Staff	VPUR

Chair

Ann Wylie	Chair	VPAA	2012
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Library Council

Nominated

Avis Cohen	Faculty	CMNS	2013
Michael Israel	Faculty	ARHU	2013
Michael Kurtz	Faculty	INFO	2013
Mark Leone	Faculty	BSOS	2013
Debra Shapiro	Faculty	BMGT	2013
Mia Smith-Bynum	Faculty	SPHL	2012
Victor Yakovenko	Faculty	CMNS	2012
Andrea Goltz	Graduate Student	CLIS	2012
Deanna Wright	Undergraduate Student	ARHU	2012

Ex-Officio

Elizabeth Beise	Ex-Officio-Provost's Rep	SVPAAP	2012
Martha Nell Smith	Ex-Officio-Senate Chair-Elect	ARHU	2012
Jane Williams	Ex-Officio-Libraries Rep	LIBR	2012

Continuing

Judith Freidenberg	Faculty	BSOS	2012
Douglas McElrath	Faculty	LIBR	2012
Marla McIntosh	Faculty	AGNR	2012

Chair

Ira Chinoy	Chair	JOUR	2014
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Programs, Courses, & Curricula (PCC)

1 Faculty Vacancy

Nominated

William Idsardi	Faculty	ARHU	2012
Isabel Lloyd	Faculty	ENGR	2013
David Myers	Faculty	AGNR	2013
Patricia Shields	Faculty	CMNS	2013
William Stuart	Faculty	BSOS	2013
Miao Yu	Faculty	ENGR	2012
Carl Morrow	Graduate Student	EDUC	2012
Daniel Ettehadieh	Undergraduate Student	ENGR	2012
Seda Tolu	Undergraduate Student	CMNS	2012

Ex-Officio

Elizabeth Beise	Ex-Officio-Provost's Rep	SVPAAP	2012
Robert Gaines	Ex-Officio-Undergraduate Studies Rep	UGST	2012
Arthur Popper	Ex-Officio-Graduate School Rep	CMNS	2012
Desider Viktor	Ex-Officio-Dean of Libraries Rep	LIBR	2012

Continuing

Carleton Jackson	Faculty	LIBR	2012
David Segal	Faculty	BSOS	2012
Frederick Wellstood	Faculty	CMNS	2012

Chair

David Salness	Chair	ARHU	2012
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Research Council

Nominated

Nathan Fox	Faculty	EDUC	2013
Iqbal Hamza	Faculty	AGNR	2013
Mark Lewis	Faculty	ENGR	2013
Karen Lips	Faculty	CMNS	2013
Dean Kitchen	Exempt Staff	CMNS	2013
Julie Enszer	Graduate Student	ARHU	2012
Yangwen Liu	Graduate Student	ENGR	2012
Whitney Beck	Undergraduate Student	AGNR	2012

Ex-Officio

Denise Clark	Ex-Officio-Director of ORAA Rep	VPR	2012
Michele Eastman	Ex-Officio-President's Rep	PRES	2012
Ken Gertz	Ex-Officio-VP Research	VPR	2012
Cynthia Hale	Ex-Officio-Graduate School Rep	GRAD	2012
Donna Hamilton	Ex-Officio-Undergraduate Studies Rep	UGST	2012
Mahlon Straszheim	Ex-Officio-Provost's Rep	SVPAAP	2012

Continuing

Jane Clark	Faculty	SPHL	2012
Neil Fraistat	Faculty	ARHU	2012
Michele Gelfand	Faculty	BSOS	2012
Reza Ghodssi	Faculty	ENGR	2012

Chair

Jordan Goodman	Chair	CMNS	2014
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Staff Affairs

Nominated

Govardhan Reddy	Faculty	CMNS	2013
Margaret Saponaro	Faculty	LIBR	2013
Pia Valdivia	Exempt Staff	ARHU	2013
Anna Haller	Graduate Student	EDUC	2012
Charles Shell	Non-Exempt Staff	VPSA	2013
Darren Simpson	Non-Exempt Staff	VPAA	2013
Jessica Saas	Undergraduate Student	ARHU	2012

Ex-Officio

Gloria Aparicio Blackwell	Ex-Officio-Administrative Affairs Rep	VPAA	2012
Willie Brown	Ex-Officio-CUSS Rep	OIT	2012
Michael Colson	Ex-Officio-Provost's Rep	SVPAAP	2012
Allison Fort	Ex-Officio-University Relations Rep	VPUR	2012
Dolores Jackson	Ex-Officio-CUSS Rep	CMNS	2012
Michael Paszkiewicz	Ex-Officio-CUSS Rep	ENGR	2012
Maureen Schrimpe	Ex-Officio-CUSS Rep	VPSA	2012
Laura Tan	Ex-Officio-Student Affairs Rep	VPSA	2012
Carolyn Trimble	Ex-Officio-Human Resources Rep	VPAA	2012

Continuing

Eric Wish	Faculty	BSOS	2012
Sandra Allen	Exempt Staff	CMNS	2012
Bobbi Donley	Exempt Staff	CMNS	2012
Deborah Grover	Exempt Staff	ARHU	2012
Adrienne Mayo-Brown	Exempt Staff	PUAF	2012
Dara Stoney	Exempt Staff	AGNR	2012
Denise Best	Non-Exempt Staff	ARHU	2012
Regina King	Non-Exempt Staff	ENGR	2012
Mary Lepore	Non-Exempt Staff	VPAA	2012
Dana Wimbish	Non-Exempt Staff	VPAA	2012

Chair

Steven Petkas	Chair	VPSA	2012
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Student Affairs

Nominated

Christina Harb	Faculty	ARHU	2013
Agisilaos Iliadis	Faculty	ENGR	2012
Maryann McDermott Jones	Faculty	CMNS	2013
Brandon Dula	Exempt Staff	VPSA	2013
Jason Ethridge	Graduate Student	ARHU	2012
Valerie Lubrano	Graduate Student	BMGT	2012
Rachel Tennant	Graduate Student	CMNS	2012
Kathryn Weiland	Graduate Student	EDUC	2012
Whitney Beck	Undergraduate Student	AGNR	2012
Vasiliy Blagodarskiy	Undergraduate Student	LTSC	2012
Christopher Crane	Undergraduate Student	BSOS	2012
Madison Ferraro	Undergraduate Student	CMNS	2012
Stephanie Graf	Undergraduate Student	BMGT	2012
An Hoang	Undergraduate Student	BMGT	2012
Brandon Levey	Undergraduate Student	ARHU	2012
Alison Medlyn	Undergraduate Student	ARCH	2012
Alexander Miletich	Undergraduate Student	ARHU	2012
Michele Pondelick	Undergraduate Student	CMNS	2012

Ex-Officio

Sarah Bauder	Ex-Officio-Provost's Rep	SVPAAP	2012
Alyson Goff	Ex-Officio-University Relations	VPUR	2012
Marsha Guenzler-Stevens	Ex-Officio-VP SA	VPSA	2012
Mary Hummel	Ex-Officio-VP SA	VPSA	2012
Marc Limansky	Ex-Officio-VP AA	VPAA	2012
Shaundra Myers	Ex-Officio-Grad School	GRAD	2012
Dennis Passarella-George	Ex-Officio-Resident Life Rep	VPSA	2012
Erin Steele	Ex-Officio-GSG Rep	ARHU	2012
Kaiyi Xie	Ex-Officio-SGA Rep	ENGR	2012

Continuing

Moya Malcolm	Exempt Staff	UGST	2012
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Chair

Rachel Cooper	Chair	BSOS	2012
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Student Conduct

Nominated

Jason Speck	Faculty	LIBR	2013
Patricia Joseph	Graduate Student	BSOS	2012
Zachary Brown	Undergraduate Student	ARHU	2012
Jack Izen	Undergraduate Student	BSOS	2012
Hava Schwab	Undergraduate Student	CMNS	2012
Crystal Varkalis	Undergraduate Student	AGNR	2012

Ex-Officio

Andrea Goodwin	Ex-Officio-Director of Student Conduct	VPSA	2012
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Continuing

David Freund	Faculty	ARHU	2012
Lee Friedman	Faculty	CMNS	2012
Gideon Mark	Faculty	BMGT	2012

Chair

Nan Ratner	Chair	BSOS	2012
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University Senate TRANSMITTAL FORM

Senate Document #:	08-09-15
Title:	Proposal for a Tobacco Free Campus
Presenter:	Marcy Marinelli, Chair, Campus Affairs Committee
Date of SEC Review:	September 7, 2011
Date of Senate Review:	September 21, 2011
Voting (highlight one):	<ol style="list-style-type: none"> 1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report
Statement of Issue:	<p>In response to the proposal entitled "A Tobacco Free Campus" the 2009-2010 Campus Affairs Committee recommended that the University of Maryland not implement a tobacco-free policy. However, five administrative recommendations to strengthen anti-smoking education and enforcement of the current policy were forwarded to the Division of Administrative Affairs; which subsequently responded with a detailed letter explaining the steps the University was taking to review and implement the recommendations. Additionally, the Division of Administrative Affairs proposed a revision to the current University smoking policy, to extend the "no smoking" area from 15 feet to 25 feet away from any campus building. On March 28, 2011 the Senate Executive Committee charged the Campus Affairs Committee with considering the proposed revision to the policy extending the "no smoking" area distance to 25 feet from campus building entrances.</p>
Relevant Policy # & URL:	X-5.00(A) UNIVERSITY OF MARYLAND SMOKING POLICY AND GUIDELINE. http://www.president.umd.edu/policies/x500a.html
Recommendation:	<p>The Campus Affairs Committee recommends amending Section B.2 in the University of Maryland Smoking Policy and Guideline X-5.00(A) to prohibit smoking outside of campus buildings within 25 feet of any building entrance, air intake duct, or window, as follows:</p> <p>B. Guideline</p> <ol style="list-style-type: none"> 1. Smoking is prohibited in indoor locations. 2. Smoking is prohibited outside of buildings within 15 25

	<p>feet of any building entrance, air intake duct, or window.</p> <p>Furthermore, the Campus Affairs Committee recommends that the Division of Administrative Affairs and the Department of Building and Landscape Services consider the placement of No Smoking signs and cigarette receptacles so that they adhere to the amended policy.</p>
Committee Work:	<p>On March 28, 2011 the Senate Executive Committee (SEC) charged the Campus Affairs Committee (CAC) with considering whether the University of Maryland Smoking Policy and Guideline X-5.00(A) should be amended to extend the no smoking distance from 15 feet to 25 feet from campus building entrances.</p> <p>The CAC reviewed the new charge, letter from the Division of Administrative Affairs, and the original CAC report and proposal at their May 4, 2011 meeting. The benefits of increasing the no smoking distance from 15 feet to 25 feet from building entrances were discussed. The benefits included the satisfying of LEED Certification and Green Building Policy, as well as providing consistency to the no smoking areas for all buildings across campus.</p> <p>After a thorough discussion of the benefits and consideration of the evidence presented in the original report and proposal the committee voted in favor of amending the current smoking policy, prohibiting smoking within 15 feet of building, to indicate that smoking is prohibited outside of buildings within 25 feet of any building entrance, air intake duct, or window. Additionally, the committee agreed that the placement of No Smoking signs and cigarette receptacles should adhere to the amended policy.</p>
Alternatives:	<p>The current smoking policy could remain unchanged leaving older buildings on campus having no smoking areas of 15 feet from entrances, and as a result will not be within LEED Certification requirements like newly constructed buildings.</p>
Risks:	<p>There are no associated risks.</p>
Financial Implications:	<p>There are possible financial implications associated with these recommendations. The Division of Administrative Affairs and the Department of Building and Landscape Services would incur costs associated with evaluating and adjusting the placement of cigarette receptacles and “no smoking” signs.</p>
Further Approvals Required:	<p>Senate and Presidential approvals are required.</p>

Senate Campus Affairs Committee Report
Proposal for a Tobacco Free Campus
Senate Doc # 08-09-15
May 2011

Background

In December 2008 the Senate Executive Committee (SEC) received a proposal titled “A Tobacco-Free Campus”, which advocated for creating a smoke-free campus at UMD. In January 2009 the SEC requested the Campus Affairs Committee (CAC) review the proposal and respond back with its recommendations. The CAC began its review and research in February 2009. In April 2010, the CAC submitted its report and recommended that the campus not implement a tobacco-free policy. Additionally, the CAC recommended five administrative actions to the Division of Administrative Affairs to help strengthen anti-smoking education as well as enforcement of the current policy.

In April 2010 the SEC sent a letter to the Division of Administrative Affairs with the CAC’s five recommendations. In February 2011, the SEC received a response to the CAC’s recommendations from Ann Wylie, Vice President for Administrative Affairs. Wylie’s letter explained in detail the steps the University was taking toward the review and implementation of each of the CAC’s recommendations. In addition, the Division of Administrative Affairs proposed a revision to the current University smoking policy: extending the “no smoking” area from 15 feet to 25 feet away from every campus building. The extension to 25 feet would satisfy LEED Certification requirements.

On March 28, 2011 the SEC charged the CAC with considering whether the University of Maryland Smoking Policy and Guideline X-5.00(A) should be amended to extend the no smoking distance from 15 feet to 25 feet.

Committee Work

The CAC reviewed the new charge, the response from Administrative Affairs, and the original report and proposal at their May 4, 2011 meeting. The CAC discussed the benefits of increasing the no smoking distance to 25 feet, which would satisfy LEED Certification requirements and the Green Building Policy. All new buildings built on campus already have no smoking area guidelines set at 25 feet to meet the criteria for LEED Certification. The committee agreed that the amendment to 25 feet would provide consistency in the no smoking areas at building entrances across the campus. The increased distance would also essentially make for “smoke free” building entrances and could further help to reduce exposure to second hand smoke.

After a thorough discussion of the benefits concerning LEED Certification and consideration of the evidence from the original report and proposal, the committee voted in favor of amending the current smoking policy, prohibiting smoking within 15 feet of building, to indicate that smoking is prohibited outside of buildings within 25 feet of any building entrance, air intake

duct, or window. Additionally, the committee agreed that the placement of No Smoking signs and cigarette receptacles should adhere to the amended policy.

Recommendation

The Campus Affairs Committee recommends amending Section B.2 in the University of Maryland Smoking Policy and Guideline X-5.00(A) to prohibit smoking outside of campus buildings within 25 feet of any building entrance, air intake duct, or window, as follows:

B. Guideline

1. Smoking is prohibited in indoor locations.
2. Smoking is prohibited outside of buildings within ~~15~~ 25 feet of any building entrance, air intake duck, or window.

Furthermore, the Campus Affairs Committee recommends that the Division of Administrative Affairs and Building and Landscape Services consider the placement of No Smoking signs and cigarette receptacles so that they adhere to the amended policy.

Appendices

Appendix 1- Proposed Policy Amendment

Appendix 2- Charge

Appendix 3- Response Letter from Ann Wylie

Appendix 4- Background Documents

Appendix 1 Proposed Policy Amendment

Proposed Policy Amendment

X-5.00(A) UNIVERSITY OF MARYLAND SMOKING POLICY AND GUIDELINE

APPROVED BY THE PRESIDENT MARCH 6, 1993;
Amended November 23, 2000; September 24, 2001

A. Policy

UMCP has found that a significant percentage of faculty, staff and students do not smoke, smoke is offensive to many non-smokers, it is harmful and even debilitating to some individuals due to their physical condition, and there is evidence suggesting that passive smoke inhalation is harmful to non-smokers. In response to the above considerations, it is hereby established as the policy of UMCP to achieve a public facility environment as close to smoke-free as practicably possible. Obtaining and maintaining this result will require the willingness, understanding, and patience of all members of the Campus community.

It is the policy of UMCP to follow all federal, state, or local laws regarding smoking. This Smoking Policy is in addition to any such policies which may be in effect.

B. Guideline

1. Smoking is prohibited in indoor locations.
2. Smoking is prohibited outside of buildings within ~~45~~ **25** feet of any building entrance, air intake duct, or window.

C. Implementation

Unit heads or their designees are responsible for:

1. Assuring that this policy is communicated to everyone within their jurisdiction and to all new members of the Campus community.
2. Implementing the policy and guideline and assuring that appropriate notice is provided.
3. Developing guidelines to embrace all special circumstances in the campus is impossible. If unit heads find circumstances in their areas that they believe warrant exception from particular provisions in this Smoking Policy and Guidelines, they may address requests for specific local exceptions to the President or his or her designee.

D. Compliance

This policy relies on the thoughtfulness, consideration, and cooperation of smokers and non-smokers for its success. It is the responsibility of all members of the Campus community to observe this Smoking Policy and Guideline.

Complaints or concerns regarding this policy or disputes regarding its implementation should be referred to the immediate supervisor for resolution. If a resolution cannot be reached, the matter will be referred by the supervisor to the appropriate department head or vice president for mediation.


E. Review

The provisions and guidelines attaching to this Smoking Policy shall be subject to future review and revision to ensure that the objective is obtained. Especial attention shall be given to determining if voluntary compliance without disciplinary sanctions has proven satisfactory.

Appendix 2- Charge



**University Senate
CHARGE**

Date:	March 28, 2011
To:	Gene Ferrick Chair, Campus Affairs Committee
From:	Linda Mabbs Chair, University Senate 
Subject:	Proposal for a Tobacco-Free Campus
Senate Document #:	08-09-15
Deadline:	November 7, 2011

As you know the 2009-2010 Campus Affairs Committee (CAC) recommended that the University consider stricter enforcement of the current smoking policy and increase anti-smoking education. The Senate Executive Committee (SEC) endorsed the committee's recommendations and asked Ann Wylie, then Vice President for Administrative Affairs, to report back describing her actions regarding the request. At our March 15, 2011 meeting, the SEC reviewed Dr. Wylie's response. In addition to addressing the specific recommendations of the CAC, Dr. Wylie has also requested that the Senate consider extending the "no smoking" area from 15 feet to 25 feet from every building. This extension would satisfy LEED Certification requirements and the Green Building Policy, making each building entrance essentially "smoke free".

The SEC requests that the Campus Affairs Committee consider whether the University of Maryland Smoking Policy and Guideline X-5.00(A) should be amended to extend the smoking distance to 25 feet. We suggest that you consult with a representative from Administrative Affairs during your deliberations. We ask that you submit your report and recommendations to the Senate Office no later than November 7, 2011. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachments



UNIVERSITY OF MARYLAND

OFFICE OF THE VICE PRESIDENT
FOR ADMINISTRATIVE AFFAIRS

1132 Main Administration Building
College Park, Maryland 20742-5035
301.405.1105 TEL 301.314.9659 FAX
www.adminaffairs.umd.edu

February 28, 2011

To: Linda Mabbs

Chair, University Senate

From: Ann G. Wylie

Vice President for Administrative Affairs

A handwritten signature in black ink, appearing to read "Ann Wylie", written over the printed name.

Subject: Response to Senate Document #: 08-09-15

Administrative Affairs has examined the issues contained in Senate Document #: 08-09-15 and relayed to me on April 9, 2010. The Senate Campus Affairs Committee suggested five steps for consideration. I discussed these issues with the directors in Administrative Affairs and we offer the following comments.

1) Increase educational programs about the dangers of smoking and smoking cessation assistance.

According to Dr. Sacred Bodison, Director, University Health Center, the Smoking Cessation Program at the University Of Maryland is sponsored and funded through the University Health Center and is part of Health Promotion Services. In the past three full academic years the Health Center has served between 42 and 75 clients per year who attended between 157 - 271 individual client meetings with the smoking cessation staff. There has been adequate space in this program for all requests the Health Center has received.

Outreach activities for the Smoking Cessation Program include participation in the Terp Wellness Expos, Faculty and Staff Health Fair, Cambridge Community Health Fair, Kappa Phi Gamma Health Fair, First Look Fair and The Great American Smoke-Out in partnership with SGA and College Against Cancer.

The Senate Executive Committee may wish to discuss these and other possible efforts with Dr. Bodison and her staff.

2) Strengthen publicity efforts and enforcement of the current smoking policy.

The current smoking policy needs to be communicated to students and to faculty and staff in different ways. Perhaps, Student Affairs will consider the issue of making information about the smoking policy more widely known by students by working with the Resident Hall Association, the Student Government Association and other students on campus. Faculty and staff are now made

aware of the policy by direct notification through University Human Resources when they are hired. UHR has agreed to send out an annual reminder to all employees going forward.

Enforcement of this policy is problematic. We cannot ask our Public Safety officers to write tickets nor provide any other central means of enforcement due to workload issues. The primary mission of Public Safety is the prevention of crime and we are challenged to do so effectively with our current personnel. However, we do believe that those employees who repeatedly ignore the policy are in fact not meeting the requirements of the workplace. As such, it is incumbent on supervisors to take action through the PRD process. The Department of University Human Resources has agreed to incorporate information in supervisor training activities on the smoking policy and the supervisor's responsibilities in the enforcement through the PRD process.

3) Increase cigarette receptacles in areas where smoking is permitted.

The Department of Building and Landscape Services is reviewing the current deployment of receptacles and may place additional ones where needed.

4) Target areas where violations are high through the use of litter fines and additional cigarette receptacles.

As described above, we do not have the personnel to enforce the smoking policy. We are currently evaluating the placement of receptacles.

5) Increase the number of "No Smoking" signs around buildings.

The Department of Building and Landscape Services will evaluate the current situation and take proper action to ensure entrances are clearly marked as appropriate.

During the discussion among the directors in Administrative Affairs, an additional suggestion for an initiative came forward which we would like the University Senate to consider. We propose that the campus "No Smoking" area be extended from 15 feet to 25 feet away from every building. This satisfies LEED Certification requirements and the Green Building Policy and should essentially make each building entrance "Smoke Free". This action requires a revision in the Smoking Policy by the Senate.




UNIVERSITY OF
MARYLAND
UNIVERSITY SENATE

1100 Marie Mount Hall
College Park, Maryland 20742-4111
Tel: (301) 405-5805 Fax: (301) 405-5749
<http://www.senate.umd.edu>

April 9, 2010

To: Ann Wylie
Vice President for Administrative Affairs

From: Elise Miller-Hooks 
Chair, University Senate

Subject: Recommendations for Enforcement of Campus Smoking Policies
Proposal for a Tobacco-Free Campus (Senate Document#: 08-09-15)

The Senate Executive Committee (SEC) charged the Campus Affairs Committee with reviewing the proposal entitled, "A Tobacco-Free Campus". The committee was charged with reviewing existing policies, speaking with the legal office about civil liberties and reviewing similar bans instated at other universities.

The Campus Affairs Committee reported back to the SEC at its meeting on April 6, 2010. They have determined that the campus should not implement a tobacco-free policy. However, they did note that increased anti-smoking education and stricter enforcement of the current UMCP smoking policy would be beneficial. Specifically, the committee suggests that the following steps be taken:

- Increase educational programs about the dangers of smoking and smoking cessation assistance.
- Strengthen publicity efforts and enforcement of the current smoking policy.
- Increase cigarette receptacles in areas where smoking is permitted.
- Target areas where violations are high (e.g. outside residence halls, McKeldin Mall, and near the Stamp Student Union) through the use of litter fines and additional cigarette receptacles.
- Increase the number of "No Smoking" signs around buildings.

The SEC would like to request that you consider the Campus Affairs Committee's recommendations. We would appreciate it if you could send us a report describing your actions regarding this request by May 1, 2011. Thank you for your attention to this request.

CONSIDERATION OF A PROPOSAL FOR A TOBACCO-FREE CAMPUS
Senate Document Number 08-09-15
Senate Campus Affairs Committee

I. Overview

In December 2008 the University Senate received a proposal, written by undergraduate student Tracy Leyba, calling for a change in the University's smoking and tobacco policy to prohibit the use of tobacco on all University of Maryland, College Park (UMCP) property. This change would represent an expansion of the University's current policy, which prohibits smoking indoors but allows smoking outdoors provided it is more than 15 feet away from any building entrance, air intake duct, or window. (See Appendix 1 of this document for current UMCP policy on smoking.)

In January 2009 the Senate Executive Committee (SEC) charged the Campus Affairs Committee (CAC) to review the proposal, analyze its merits, consider the potential impacts of its implementation, and make recommendations for addressing the author's concerns. The CAC discussed the proposal at its February 2009 meeting (as well as in email exchanges before and after that meeting), researched smoking bans at other universities, and informally sampled the opinions of some of the campus community. The CAC acknowledged the health risks of smoking and the problem of cigarette litter, but felt that the current University policy limited the scope of the problem. Overall, the CAC felt that the likely incremental benefits of a 100% tobacco-free campus were probably overshadowed by the legal and other issues of implementing such a policy. The CAC reported these findings to the SEC in February 2009; the original charge and initial CAC report may be found in Appendices 2 and 3 of this document.

The SEC reviewed the CAC report and asked the CAC to return to the proposal and study it further, including meeting with the author, discussing the issue with the University's Legal Office, and learning more about the experience of other institutions with similar bans; this second SEC charge can be found in Appendix 4. The CAC resumed discussion and research but was not ready to submit a final report by the end of the 2008-9 academic year. Reconstituted for 2009-10, the CAC picked up the charge once more. Committee members met with Terry Roach, chief legal officer for the University; surveyed the experiences of other institutions in more depth; and refined views on other issues. The Committee compiled their findings and formulated a series of recommendations.

The original proposal submitted to the University Senate is briefly summarized in section II of this report, followed by discussions of health risks, litter, campus culture and community relations, legal and enforcement issues, tobacco bans at other institutions, and campus community opinions. The report concludes with section IX, in which the CAC does not recommend that the University change its current smoking policy, but does recommend that the University increase education efforts and pursue stricter enforcement of current policies.

II. Summary of Proposal

A Tobacco-Free Campus proposal was submitted to the University Senate by Tracy Leyba, a former undergraduate student, in December 2009; this proposal can be found in Appendix 5 of this document. Leyba's Proposal requests that UMCP prohibit smoking on all University property, both indoors and outdoors. Leyba argues that a smoke-free campus would create a cleaner, safer, and healthier environment at UMCP. She states that a smoke-free campus would eliminate the health hazards of second-hand smoke, and would reduce the institutional costs of cleaning and maintenance resulting from cigarette litter. Furthermore, Leyba argues that a smoke-free campus would reduce peer pressure for non-smokers, and would encourage current smokers to reconsider their habit.

Leyba's proposal discusses a "tobacco-free campus" but focuses only on smoking, using "tobacco" and "smoking" interchangeably. There is no mention of chewing tobacco or other smokeless tobacco products, so it is unclear whether the author intended the ban to apply to smokeless tobacco products. (The current University policy only regulates smoking.) The Campus Affairs Committee has assumed that the author intended "tobacco" to refer solely to smoke producing tobacco products, and not smokeless tobacco products (an email message sent to Leyba in late March asking for clarification on this point was not returned).

Ms. Leyba was invited to attend the May 2009 CAC meeting but replied that she was unable to attend and could not suggest anyone to represent her for the smoking ban discussion. A second attempt to contact Leyba in March 2010 was unsuccessful.

III. Health Risks

It has been medically proven that smoking is a health risk. Studies have shown that all the major organs of the body are negatively affected by smoking. Similar health risks result from inhalation of second-hand smoke. In recent years governments have been putting laws into place banning smoking in public areas to limit health risks of second-hand smoke. A central concern noted in Leyba's proposal is the health risks of second-hand smoke on the UMCP campus. Acknowledgement of these dangers is reflected in UMCP's ban on smoking in all indoor spaces as well as outside of buildings within 15 feet of any entrance, air intake duct, or window. Thus, UMCP's current policy significantly reduces an individual's potential exposure to second-hand smoke on the UMCP campus.

A 2007 study from Stanford University noted that, while the danger of second-hand smoke is still present in outdoor areas, the health risks of second-hand smoke are drastically reduced with increased distance from a smoker. The study cited that high levels of pollutants do occur near active smokers, yet virtually normal levels occur beyond about six feet from the smoke.¹ In outdoor areas therefore, maintaining a distance of six feet or more from an active smoker is enough to significantly reduce any dangers of second-hand smoke.

¹ Neil Klepeis et al., "Real-Time Measurement of Outdoor Tobacco Smoke Particles," *Journal of the Air and Waste Management Association* 57 (May 2007): 14.

IV. Litter

The College Park campus takes great pride in its appearance for the students, faculty, staff and visitors that spend time on campus. An important visual element that impacts the appearance of the campus is litter. The cigarette butts that accumulate on sidewalks and steps, around outdoor ashtrays, and near building entrances on the campus have a negative impact on the visual appearance of campus. Furthermore, a lack of regard for the proper disposal of smoking materials adds to the clean up effort and cost in keeping up the general appearance of the campus, especially around building entrances. Leyba cited the elimination of cigarette litter as important incentive for implementing a campus-wide smoking ban. While the CAC acknowledged the nuisance of cigarette litter and the added maintenance costs of such litter, the CAC believes that the financial and personnel resources that would be required to institute and maintain a smoke-free campus would exceed the present costs of such maintenance. Furthermore, the CAC believes that cigarette litter could be greatly reduced through an increased number of cigarette receptacles on campus grounds, more consistent maintenance of these receptacles (frequent emptying), and stricter enforcement of littering fines.

V. Campus Culture and Community Relations

CAC members discussed the possible impact of a complete smoking ban on particular segments of the campus community and on visitors. Even if the health dangers of smoking are widely known, it is permitted under the law and many who smoke do so as a matter of personal choice. Smoking is common among some groups of international students represented on our diverse campus, for whom smoking is more of a cultural norm; these students may have difficulty adjusting to a highly restrictive environment. Furthermore, if a smoking ban were in place on campus, more thought would have to be given to developing counseling programs to guide and encourage smokers to seek the necessary help to quit. Making smokers unwelcome on campus could also limit the number of highly qualified candidates who respond to faculty searches and student recruitment.

A total ban on smoking would also affect visitors and alumni who come to the campus for athletic events, musical performances, etc. Some CAC members were concerned that intolerance of smoking on campus could reduce support for the University from members of the outside community, including current and potential future donors.

VI. Legal and Enforcement Issues

Jack T. “Terry” Roach, executive assistant to the president for legal affairs and chief counsel, met with the CAC on December 8, 2009 to discuss the legal implications of a campus-wide smoking ban. Mr. Roach cautioned against a ban absent quantitative or qualitative evidence that current policy does not protect individuals from outdoor second-hand smoke on the College Park campus, and that outdoor second-hand smoke is harmful to the health and safety of students and employees. Without such compelling justification, a ban would likely not withstand a legal challenge.

In addition, Mr. Roach voiced concern that enforcement of a ban would be problematic. He said penalties resulting in suspensions or terminations for students and faculty might trigger lengthy appeals and grievance proceedings. That would not be the case if penalties were limited to fines, similar to those for traffic infractions, or if the ban did not carry any penalties for violations. He did not think that current Maryland law gives the University authority to levy fines except for specific things like parking violations.

There is also the question of who would be responsible for enforcing the new policy. Resident assistants (RAs) are already burdened with enforcing many rules in and around the dorms. University Police spokesman Paul Dillon has remarked that the police have much more important things to do than enforcing smoking restrictions.

As an example of a successful legal challenge to a smoking ban, in May 2009, the Chronicle of Higher Education reported that Pennsylvania's Labor Relations Board overturned a new policy that had banned smoking on 14 state university campuses, ruling that the university system administration had no authority to prohibit smoking without negotiating an agreement with their unions.

Two other Maryland higher education institutions recently instituted bans – Montgomery College and Towson University. Their policies are new and have not been tested legally yet.

VII. Tobacco Bans at Other Institutions

The Committee surveyed a variety of educational institutions with smoking bans currently in place or actively being pursued. As a starting point, the "Americans for Nonsmokers' Rights" web site has a list of smoke-free universities and colleges.² The October 6, 2009 version of the list reported that there are at least 365 campuses which are 100% smoke-free (indoors and outdoors) and another 76 campuses that are smoke-free except for "minor exemptions for remote outdoor areas". While a large number, most of those are small colleges, outlying campuses of state universities, or medical schools. Very few have an academic, residential and physical environment comparable to UMCP. Additional information about several institutions with similarities to UMCP was obtained from various news articles and personal contacts; findings are given below.

University of Michigan:

Michigan is the only one of the University of Maryland's designated peer institutions on the no-smoke.org "100% smoke-free" list. A smoke-free campus policy was announced in April 2009 and is set to go into effect in July 2011. Information about the policy and the steps toward implementation can be found on the University of Michigan website.³ A November 16 news story reported on an informational meeting that was held on campus, saying that "Campus officials do not plan to take a punitive approach to enforcing the ban.... Instead, the university will offer outreach and support to those who are observed smoking on campus grounds."

² <http://www.no-smoke.org/pdf/smokefreecollegesuniversities.pdf>

³ <http://www.hr.umich.edu/smokefree/>

Towson University:

Towson University currently prohibits smoking a certain distance from campus buildings, but plans to implement a campus-wide smoking ban (on all University owned property) in August 2010. Thus, it is the only four-year institution in Maryland currently planning to become 100% smoke-free. The policy is described on Towson University's website.⁴ The ban was proposed by Towson president Bob Caret and has not been endorsed by students. Regarding enforcement, the official policy states that "Faculty, staff and students who violate this policy are subject to University disciplinary action, including fines and sanctions. Visitors who violate this policy may be denied access to the University campuses and may ultimately be subject to arrest for criminal trespass." Indications are that contractors hired for that purpose would enforce the ban and that violations of the smoking ban would result in \$75 citations. The enforcement strategy has not been finalized or vetted by Towson's legal office.

Indiana University:

The flagship (residential) campus of Indiana University, in Bloomington, went 100% smoke-free in 2008. Daniel Rives, Associate Vice President for Human Resource Services and the chairman of the committee that established the policy⁵, was reached on the phone and offered some insights into the context for the policy and their experience with it. He said that the transition to 100% smoke-free was initiated by a directive from the University's board of trustees, with the details worked out by a faculty committee. In the two years since the policy went into effect, they have focused on education and communication to change behavior, rather than on enforcement. For instance, the policy includes the following: "Enforcement of this policy will depend on the cooperation of all faculty, staff, and students not only to comply with the policy, but also to encourage others to comply, in order to promote a healthy environment in which to work, study, and live." Smoking is still permitted in a few transitional areas around residences, but that will soon be phased out. Smoking is permitted inside private autos, even when parked in university garages, but that has caused problems with litter and concerns about fire hazards. Smoking cessation assistance has been offered, but there have been very few takers. At this point, Dr. Rives felt that most students, faculty and staff are happy with the policy, while a minority are not, including some groups of international students who tend to ignore it. An ad-hoc committee is now considering how to begin imposing sanctions for violations of the policy.

Purdue University:

The current smoking policy⁶ allows smoking outdoors if it is at least 30 feet from buildings. Enforcement "is the responsibility of all deans, directors, chairs, and department heads. Existing disciplinary policies may be used as appropriate." A "Non-Smoking Policy Campus Concern Form" is available to give people a way to report policy violations anonymously if they wish. Purdue was included in the no-smoke.org "100% smoke-free" list because they were considering a total ban that would go into effect in 2010. However, the main web page for the proposed new policy⁷ indicates that the draft policy update was revised extensively, including the addition of a provision for designated smoking areas on campus. Also, smoking will be permitted inside privately owned vehicles.

⁴ <http://www.towson.edu/adminfinance/facilities/ehs/smokefree/>

⁵ <http://www.indiana.edu/~uhrs/smoke-free/BL-policy.html>

⁶ http://www.purdue.edu/policies/pages/facilities_lands/i_4_2.html

⁷ http://www.purdue.edu/policies/pages/about_policies/proposed_i_4_2.shtml

University of Iowa:

All educational facilities in Iowa became fully smoke-free with the passage of the state Smokefree Air Act in 2008, although the University web site⁸ notes that the University of Iowa had been planning to go smoke-free in 2009 anyway. The policy prohibits smoking anywhere on University property, including in a parked private vehicle. The policy aims for voluntary compliance and supervisor intervention first, followed by disciplinary procedures if needed. The state law provides for a \$50 fine. Time Magazine reported that about 25 citations had been issued as of December 2009.

University of Kentucky:

The University of Kentucky went tobacco-free in 2009. The policy⁹ states that “Violation of this regulation may result in corrective action under the Student Code of Conduct, Human Resources Policies and Procedures, or other applicable University Regulations or Policies. Visitors refusing to comply may be asked to leave campus.”

Washington University in St. Louis:

Washington University decided in April 2009 to become fully smoke-free in 2010.¹⁰ It seems that the implementation of the policy is still being worked out. A blog written by a student government member¹¹ reports on a September 2009 meeting with an administrator and says: “As of now, the community will enforce the policy. This means that, as of now, there aren’t plans to have WUPD Officers patrolling around looking for smokers.”

National Institutes of Health:

The NIH policy¹² states that the use of any tobacco products (cigarettes, cigars, pipes, smokeless tobacco, etc.) is prohibited on the Bethesda campus, including tobacco use in private vehicles on campus since 1 October, 2008, but there are a few exceptions. Their tobacco-free policy was first initiated in 2004, but because of a number of obstacles, was not implemented until 2008. One of the obstacles was enforcement. NIH decided that enforcement of the new policy would be administrative, not judicial. Managers and supervisors are responsible for guaranteeing that all employees follow the policy. Employees who do not comply could be subject to administrative action. To help convey the message of no smoking, no ashtrays, butt cans or smoking shelters are provided on the NIH campus grounds. Tobacco use is still permitted on campus for well defined exceptions. Two examples include any patient who has their physician’s permission to smoke (only in designated areas outside the hospital) and residents of on-campus homes—one assumes that residents can only smoke within their homes or property, but nowhere is it stated as such. NIH employees who smoke and want to quit are offered free smoking-cessation programs.

⁸ <http://www.uiowa.edu/homepage/smoking/>

⁹ <http://www.uky.edu/TobaccoFree/>

¹⁰ <http://news-info.wustl.edu/news/page/normal/13938.html>

¹¹ <http://msa.su.wustl.edu/blog/tobacco-clusters-an-update>

¹² <http://tobaccofree.nih.gov/tfpolicy.htm>

VIII. Campus Community Opinions

While no formal survey has been conducted to gather UMCP community input on the prospect of a smoking ban, both student representative bodies, the SGA and GSG, have voiced their opposition to a ban.

In 2009, *A Resolution Regarding a Tobacco Free Campus* failed in the SGA legislature with a vote of 5 to 14. A new legislature considered *A Resolution to Expand and Enforce the Non-Smoking Radius Policy* in 2010. This bill also failed by a vote of 11 to 15. In both cases, questions on the ability to enforce a stronger smoking policy were the chief arguments against the bills. *A Resolution Supporting the Smoking Cessation Program* will be voted on in April 2010.

After the proposed smoking ban was presented to the University Senate Office, the GSG passed a resolution on March 6, 2009 (GSGA28-R15) opposing the ban with arguments that current smoking policy on campus already met high clean air standards, and that smoking is a legal activity and personal choice. With the exception of one abstention, the resolution passed unanimously.

IX. Summary and Recommendations

The Campus Affairs Committee appreciates the concern of Ms. Leyba and others for the health and well-being of the campus community. Smoking is, in fact, hazardous to smokers and to others who have substantial exposure to second-hand smoke. Also, litter from careless smokers is a problem, at some level, on the UMCP campus. However, the CAC feels that the current University smoking policy is generally successful in significantly reducing smoking on campus and limiting the amount of exposure to second-hand smoke. For non-smokers, occasionally encountering the odor of smoke outdoors may be unpleasant, but probably does not constitute a significant health risk. For smokers, the health effects can be serious but, if acknowledged, are one of several areas of personal choice for healthy vs. un-healthy living. All should be encouraged to choose the healthy options, but there are significant difficulties in enforcing restrictions that extend beyond state laws. Votes by the student governments on resolutions regarding smoking restrictions suggest that there is not a strong desire among the campus community to strengthen restrictions on smoking. **Weighing all of these considerations, the Campus Affairs Committee does not recommend adoption of the proposal for a tobacco-free campus.**

There are, however, some areas of concern where we have specific recommendations:

Increased education about the dangers of smoking should help reduce the incidence of smoking on campus and thus improve overall campus health. This should include information about the nuisance and possible hazard to others as well as the danger to the smoker himself/herself. Smoking cessation assistance programs should continue to be supported.

Some of the current problems related to smoking on campus arise from failure to obey the current policy: smoking just outside building entrances and littering with cigarette butts. We

recommend that the current policy be advertised more clearly (to the current campus community and to incoming students, faculty and staff) and enforced more consistently. To help encourage compliance, the University should provide cigarette receptacles outdoors in areas where smoking is permitted, and not close to buildings where it is prohibited. These receptacles should be maintained and emptied on a regular basis.

At certain locations on campus—such as outside residence halls, McKeldin Mall, and near the Stamp Student Union—cigarette litter and disregard of the smoking ban has been noted as a particular problem. We recommend that these areas be targeted for litter fines and additional cigarette receptacles be made available and consistently maintained in these areas.

Appendices

Appendix		Pages
1	University of Maryland Smoking Policy and Guideline	10-11
2	SEC Charge to Campus Affairs Committee	12
3	Campus Affairs Committee Charge Response	13
4	SEC Second Charge to Campus Affairs Committee	14
5	Tracy Leyba, "Tobacco-Free Campus Proposal"	15-31

Appendix One – Current University Policy



Consolidated USMH and UM Policies and Procedures Manual

X-5.00(A) UNIVERSITY OF MARYLAND SMOKING POLICY AND GUIDELINE

APPROVED BY THE PRESIDENT MARCH 6, 1993;
Amended November 23, 2000; September 24, 2001

A. Policy

UMCP has found that a significant percentage of faculty, staff and students do not smoke, smoke is offensive to many non-smokers, it is harmful and even debilitating to some individuals due to their physical condition, and there is evidence suggesting that passive smoke inhalation is harmful to non-smokers. In response to the above considerations, it is hereby established as the policy of UMCP to achieve a public facility environment as close to smoke-free as practicably possible. Obtaining and maintaining this result will require the willingness, understanding, and patience of all members of the Campus community.

It is the policy of UMCP to follow all federal, state, or local laws regarding smoking. This Smoking Policy is in addition to any such policies which may be in effect.

B. Guideline

1. Smoking is prohibited in indoor locations.
2. Smoking is prohibited outside of buildings within 15 feet of any building entrance, air intake duct, or window.

C. Implementation

Unit heads or their designees are responsible for:

1. Assuring that this policy is communicated to everyone within their jurisdiction and to all new members of the Campus community.
2. Implementing the policy and guideline and assuring that appropriate notice is provided.
3. Developing guidelines to embrace all special circumstances in the campus is impossible. If unit heads find circumstances in their areas that they believe warrant exception from particular provisions in this Smoking Policy and Guidelines, they may address requests for specific local exceptions to the President or his or her designee.

D. Compliance

This policy relies on the thoughtfulness, consideration, and cooperation of smokers and non-smokers for its success. It is the responsibility of all members of the Campus community to observe this Smoking Policy and Guideline.

Complaints or concerns regarding this policy or disputes regarding its implementation should be referred to the immediate supervisor for resolution. If a resolution cannot be reached, the matter will be referred by the supervisor to the appropriate department head or vice president for mediation.

E. Review

The provisions and guidelines attaching to this Smoking Policy shall be subject to future review and revision to ensure that the objective is obtained. Especial attention shall be given to determining if voluntary compliance without disciplinary sanctions has proven satisfactory.

Appendix Two – SEC Charge to Campus Affairs Committee



UNIVERSITY OF
MARYLAND
UNIVERSITY SENATE

1100 Marie Mount Hall
College Park, Maryland 20742-4111
Tel: (301) 405-5805 Fax: (301) 405-5749
<http://www.senate.umd.edu>

January 23, 2008

TO: William Fennie
Chair, Campus Affairs Committee

FROM: Kenneth G. Holum 
Chair, University Senate

SUBJECT: Proposal for a Tobacco-Free Campus (Senate Document Number 08-09-15)

The Senate Executive Committee (SEC) requests that the Campus Affairs Committee review the attached proposal entitled “A Tobacco-Free Campus”. This proposal was submitted by an interested student member of the University. After reviewing the document, the SEC decided that this issue falls within the purview of the Campus Affairs Committee.

The SEC trusts that the Campus Affairs Committee will closely analyze the merits of such a policy here on our campus and will take into account all those within the University community who would be affected.

Please find attached a copy of the proposal. We ask that you submit your report and recommendations to the Senate Office no later than April 6, 2009. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachment

KGH/rm

Appendix Three – Campus Affairs Committee Charge Response

16 February 2009

TO : Kenneth G. Holum, Chair
University Senate

FROM : William Fennie, Chair
Campus Affairs Committee

SUBJ : Proposal for a Tobacco-Free Campus (Senate Document Number 08-09-15)

The Campus Affairs Committee (CAC) has considered the Tobacco-Free Campus proposal that was forwarded by the Senate Executive Committee in January. CAC members read the proposal, did some independent research, and discussed the issues surrounding it via email messages and at the CAC meeting of 12 February 2009.

CAC members agreed that smoking has been found to cause health problems and can be unpleasant. It was noted that the current University of Maryland policy prohibiting smoking in all University buildings, as well as outdoors within 15 feet of entrances, windows and air ducts, has been effective in greatly reducing the incidence of smoking on campus (relative to years past) and in minimizing the exposure of non-smokers to secondhand smoke and its concomitant health consequences, although failure to follow the 15-foot rule sometimes causes smoke to linger in partly-enclosed outdoor areas. Also, litter (cigarette butts, ashes) left on the ground in outdoor smoking areas generates several complaints each year. As a matter of unwritten policy, tobacco products have not been sold on campus for the past 15-20 years.

Following up on a reference in the proposal, the list of colleges and universities which have adopted 100% smoke-free policies, maintained on the Americans for Nonsmokers' Rights website, was examined. The great majority of these were found to be community colleges, small colleges, medical schools, and outlying campuses of state universities. Very few are major universities that might serve as a close model for the University of Maryland. CAC members expressed serious concerns about the legal and procedural difficulties of enforcing a complete ban on tobacco use that goes beyond Maryland clean-air laws. It was agreed that even before the Senate or CAC examined this issue in detail, it would be imperative to get legal opinions about the implications of such a ban and its enforcement. One major issue is that this may also be recognized to be a question of civil liberties; one CAC member conducted an informal survey of several graduate students, most of them nonsmokers, and reported that none of them was in favor of a total ban on tobacco use, very much because of the civil liberties issue. Overall, the CAC felt that despite the health hazards of tobacco, the likely incremental benefits of a 100% tobacco-free campus are probably overshadowed by the legal and other issues attending the implementation of such a policy.

Appendix Four – SEC Second Charge to Campus Affairs Committee




UNIVERSITY OF
MARYLAND
UNIVERSITY SENATE

1100 Marie Mount Hall
College Park, Maryland 20742-4111
Tel: (301) 405-5805 Fax: (301) 405-5749
<http://www.senate.umd.edu>

February 24, 2009

To: William Fennie, Chair, Campus Affairs Committee

From: Kenneth G. Holum, Chair, University Senate 

Subject: SEC Response Regarding Tobacco-Free Campus Report (Senate Document#: 08-09-15)

The Senate Executive Committee (SEC) reviewed the Campus Affairs Committee's (CAC) report regarding the Tobacco-Free Campus Proposal. The SEC would like to thank the CAC for their review of the proposal. However, we would like the committee to look into the issue further. We believe that it may be useful for the committee to meet with the author of the proposal to get more background information, a rationale, and possibly more data. We would also like the CAC to discuss the issue with the University's Legal Office to ascertain whether a policy such as this would be illegal and would indeed be a violation of civil liberties. Finally, we would like the CAC to learn more about how smoke-free policies are enforced at other Universities similar to our own or other local institutions such as NIH.

The SEC believes that this proposal was well thought out in its preparation. However, we do feel that a lot can be gained from further communication between the CAC and the author. We feel that it is important to give this proposal thorough consideration. The SEC requests that the CAC take further action as outlined above and report back by the end of the year.

If you have any questions, please do not hesitate to contact Reka Montfort (reka@umd.edu).

KGH/rm

Proposal:

A Tobacco-
Free
Campus

The University of Maryland should enact a stricter policy that promotes a tobacco-free environment for its students, faculty, staff and visitors. Tobacco use should be prohibited on all university property, including inside buildings, facilities, university vehicles and shuttles and everywhere on campus outside.

December 4
2008

By:
Tracy Leyba

Table of Contents

1. Proposal: A Tobacco-Free Campus	3
2. The Unavoidable Truth about Tobacco.....	3
3. Past Efforts to Ban Tobacco	5
4. The University of Maryland's Smoking Policy	6
5. How the Smoking Policy can be Improved.....	7
6. A Tobacco-Free Environment does more than Save Lives	9
7. Implementation of the Tobacco-Free Policy	10
8. Enforcement of the Tobacco-Free Policy	11
9. Anticipating Retaliation and Achieving Success	13
10. Conclusion	14
11. Bibliography	15

1.

1. Proposal: A Tobacco-Free Campus

I propose that the University of Maryland change its policy on smoking to ban tobacco use everywhere on campus. The university should enact a stricter policy that promotes a tobacco-free environment for its students, faculty, staff and visitors. Tobacco use should be prohibited on all university property, including inside buildings, facilities, university vehicles and shuttles and everywhere on campus outside.

A tobacco-free policy will eliminate the health hazards from secondhand smoke and reduce institutional costs that smoking contributes to, such as cleaning and maintenance costs from the litter of cigarette butts. A tobacco-free policy reduces the peer pressure for nonsmokers and can discourage smokers from continuing their habit. The University of Maryland's tobacco-free policy, if implemented, will reflect a cleaner, healthier and safer environment on campus.

2. The Unavoidable Truth about Tobacco

Tobacco is the most avoidable cause of death in our society. 30% of all cancer deaths are caused by tobacco use. Regulations, advertising and educational efforts are employed to emphasize the dangers associated with smoking. Despite these efforts, the American Lung Association reported that in 2008, 19.2% of U.S. college students habitually smoke. The American Cancer Society reported that nearly one in ten college students in America will die prematurely from tobacco use.

While it has long been known that smoking can kill the smoker, it has recently been concluded that the smoke is lethal to bystanders. According to the American Cancer Society, an estimated 52,000 Americans die each year from secondhand smoke. Secondhand smoke is a Class-A carcinogen that contains over 50 compounds known to cause cancer. Extended research indicates that secondhand smoke causes other health problems such as



emphysema, heart attacks, and stroke in adult nonsmokers. Secondhand smoke further triggers asthma attacks, lung cancer, pneumonia and ear infections among children.

3. Past Efforts to Ban Tobacco

In 1964, the U.S. Surgeon General reported that smoking cigarettes causes lung cancer. In 1988, the U.S. Surgeon General reported that nicotine is an addictive drug. Consequently, the United States government forced tobacco companies to print health warning labels on every cigarette pack. Extensive educational measures have been taken by the government and health conscious activists to ensure that the public is aware that smoking is “bad for you.”

Federal and state legislative bodies have enacted laws restricting tobacco use despite cigarette manufacturers’ lobbying efforts. In 1977, the American Cancer Society’s Great American Smokeout became a nationwide advocacy group that was one of many catalysts jumpstarting tobacco regulations in public establishments. By 1983, several California counties passed laws prohibiting smoking in restaurants and in workplaces. In 1990, a federal smoking ban prohibited smoking on airplane flights.

Over the years, more research has been developed to study the effects of smoking. As the dangers of tobacco were unveiled, including the dangers of

secondhand smoke, greater limitations on smoking in public were set forth. Smoking tobacco is harmful to its users and adversely affects bystanders from secondhand smoke. Public and private institutions are setting greater restrictions for tobacco users to encourage healthy habits and eliminate secondhand smoke for surrounding persons.

College and university campuses have acknowledged the dangers students, faculty, staff and visitors face daily from smokers' habits. U.S. colleges and universities are increasingly pursuing this issue with fervor and stricter policies. As of October 2, 2008, the American Nonsmokers' Rights Foundation reported that at least 160 college and university campuses are 100% tobacco free.

4. The University of Maryland's Smoking Policy

The University of Maryland Smoking Policy is consistent with state laws and regulations. It conforms to Maryland's Clean Indoor Air Act of 2007, which prohibits smoking indoors. Smoking tobacco products is prohibited in University of Maryland buildings, facilities, vehicles and shuttle buses. However, smoking is

only prohibited within 15 feet outside of buildings. The university's policy applies to all students, faculty, staff and visitors.

The university acknowledges the dangers of secondhand smoke and articulated their policy to establish a smoke-free environment as much as "practically possible." A student or employee that fails to accommodate to the policy will be reprimanded and further violations will lead to administrative and/or disciplinary action.

5. How the Smoking Policy can be Improved

The University of Maryland Smoking Policy does not adequately address the dangers of secondhand smoke by allowing smokers to smoke outdoors. Smoke travels easily through open doors, doorframes, and heating vents. According to the American Society of Heating, Refrigeration and Air Conditioning Engineers, no ventilation system can remove all of the harmful contaminants in secondhand smoke from the air. Secondhand smoke can still affect people in close proximity to smokers and from lingering smoke. In its attempt to prevent the adverse effects of smoking, the university's policy ignores the hundreds of square feet outside where secondhand smoke lingers from

smokers. The most effective method of eliminating the harmful effects of secondhand smoke on college and university campuses is to create a 100% tobacco-free environment. A stricter policy eliminating all tobacco use on campus is necessary to completely protect university students.

The University of Maryland policy on smoking also does not adequately discourage nonsmokers from starting to smoke. Peer pressure still exists because people see smokers on campus. A tobacco-free environment would eliminate nonsmokers' constant exposure to smokers on campus. Without a policy or school support behind them, most students also don't have the confidence to stand up for themselves and ask smokers to not smoke near them. Students irritated from secondhand smoke may not feel empowered to speak out for their interests. The policy also does not encourage smokers to quit because it is still convenient enough to go outside to satisfy their habit. A tobacco-free campus may cause smokers to reconsider their bad habit if forced to travel off campus to smoke.

Colleges and universities are increasingly adopting tobacco-free campuses to effectively address the pressing health issues from tobacco smoke. The nationwide trend of tobacco-free campuses reached Maryland on August

1st, 2008. Montgomery Community College became the first Maryland college to enact a 100% tobacco-free policy.

6. A Tobacco-Free Environment does more than Save Lives

A tobacco-free policy at the University of Maryland would have many other benefits besides saving lives. A tobacco-free campus would eliminate the litter from cigarette butts and other debris. The absence of cigarette butts would eliminate the risk of fires caused by cigarette smoking. The campus would promote a cleaner environment by reducing the amount of physical trash and air pollution from smoke.

A tobacco-free University of Maryland campus would also reflect a positive health image. The policy would promote a health conscious and environmentally friendly atmosphere. The policy would have a strong moral component in protecting the health of the university's student body. The University of Maryland would be setting a positive example for high school students and younger children. The educational factor of the new policy is important for preventing future generations from starting to smoke and allowing the university's students to flourish in a tobacco-free environment.

The elimination of tobacco on campus would not take away an individual's right to smoke, but would eliminate a smoker's affect of harming others. The health concerns of nonsmokers should outweigh the inconvenience of smokers walking off campus to satisfy an addiction. Because of the Smoking Policy, nonsmokers at the University of Maryland continue to deal with secondhand smoke on campus. Nonsmokers face the health risks of secondhand smoke and must cope with the smell of smoke. Nonsmokers are forced to deviate from their course or hold their breath to avoid these adverse affects from cigarette smoke. A tobacco-free policy at the University of Maryland would eliminate these problems by creating a clean, safe and healthy environment.

7. Implementation of the Tobacco-Free Policy



College and university campuses nationwide have used intensive education campaigns to swiftly implement their tobacco-free policies. For example, two months before Montgomery College's new policy on smoking, the school used several communication mediums to educate the community of the coming change on

campus. Post cards and emails were sent to student and faculty homes. Flyers and banners were posted in the surrounding area to inform future visitors and campus frequenters. New student, faculty and staff orientations were also used to educate people of the new policy toward smoking. Student and local newspapers published articles to communicate that a change was going to be implemented. Signs were situated around campus to remind smokers that tobacco use is prohibited outside. Students, faculty and staff pay attention and positively respond to informative articles and postings through these communication mediums. All of these steps should be employed by the University of Maryland.

8. Enforcement of the Tobacco-Free Policy

Each school that has implemented the tobacco-free policy tailors their disciplinary actions accordingly. There are no set guidelines for how a school approaches the process of implementing a change in their policy on smoking. The University of Maryland could follow Montgomery College's enforcement procedures and adapt the process as time goes on and changes become necessary.

To enforce the tobacco-free policy at the University of Maryland, it would be the responsibility of all members of the university community to inform others and comply with the policy. Those who violate the policy would be subject to disciplinary action. Employees of the University of Maryland who violate the new policy would have warnings and suspensions. The employee's supervisor would use their judgment to deem what an appropriate punishment would be given the circumstances. Students could have a three-strike offense disciplinary policy. Montgomery Community College's disciplinary actions for violations of the tobacco-free policy are outlined as "first reported offense- reminder and oral warning; second offense- a written warning, and third offense- formal charges under the Student Code of Conduct." A third offense could result in various sanctions such as community service, fines or suspension.

Most tobacco-free campuses are initially assigned advocates of the new policy on campus to enforce the policy within the first couple months. Montgomery College assigned these advocates as "Healthy Campus Advocates." The advocates would inform and remind students, faculty, staff and visitors of the tobacco-free policy and would report violations when appropriate. These advocates should be assigned at the University of Maryland

to help ensure proper enforcement of the new tobacco-free policy for the first couple months.

9. Anticipating Retaliation and Achieving Success

It can be expected that some students will retaliate, especially the smokers against the tobacco-free policy. It is imperative to communicate continuous updates on the new policy to keep everyone informed. Less people will complain if they are first given an outlet to voice their opinions and offer suggestions. However, colleges and universities have the right to regulate their property as they deem appropriate to protect their students from external health hazards.

Helen Brewer, Interim Associate Dean of Student Development at Montgomery College, was the co-chairman of the tobacco-free task force in implementing the tobacco-free policy at Montgomery College. After reviewing the conflicts and milestones of the implementation of the tobacco-free policy thus far, Helen believes that it has proven to be a success. The board of trustees passed the policy after avid support from the administration. Helen notes that one "can tell it's a tobacco-free environment when you step on campus." There

is a positive change in the environment and climate across campus without clouds of smoke loitering the outskirts of buildings. While no studies have been conducted to measure the success of the new policy, several people have offered anecdotal information about how they have quit smoking since the enactment of the tobacco-free policy at Montgomery College.

10. Conclusion

There are a total of 35,052 full time and part time undergraduate students and graduate level students enrolled at the University of Maryland for 2008. Calculated from the national rate of current smoking among college students (32.9%), approximately 11,533 of the University of Maryland's students are smokers on campus. According to statistics from the American Cancer Society, 33% of smokers will die prematurely from tobacco use. Therefore, 3,806 University of Maryland students from this year will die early from tobacco use and smoke.

A top priority for the University of Maryland should be the welfare of its students. The tobacco-free policy would eliminate secondhand smoke on campus, potentially saving lives. A tobacco-free policy at the University of

Maryland would decrease the 3,806 premature deaths of its students this year.

Reducing that statistic would be a success of the new policy in itself.

A tobacco-free policy on campus will eliminate the adverse effects of smoking. The campus as well as students and future generations will benefit from the new policy. Overtime, it can only be expected that more college and university campuses will adopt this policy on smoking. The University of Maryland should act now to promote a healthier campus for its students.

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University Senate TRANSMITTAL FORM

Senate Document #:	11-12-07
PCC ID #:	N/A
Title:	Amendment to the UMCP Policy for a Student's Medically Necessitated Absence From Class
Presenter:	Martha Nell Smith, Senate Executive Committee
Date of SEC Review:	September 7, 2011
Date of Senate Review:	September 21, 2011
Voting (highlight one):	<ol style="list-style-type: none"> 1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report
Statement of Issue:	The UMCP Policy for a Student's Medically Necessitated Absence from Class was approved by the Senate at its meeting on May 4, 2011 and subsequently by the President on May 10, 2011. In the course of implementing the revised policy, the Office of Legal Affairs suggested that the phrase "a minimum of once per course per semester" in section II. A. 2. of the policy was unnecessary and should be removed.
Relevant Policy # & URL:	http://president.umd.edu/policies/v100g.html
Recommendation:	Amend the current policy to remove "a minimum of once per course per semester" in section II. A. 2.
Committee Work:	On September 7, 2011, the Senate Executive Committee (SEC) reviewed the proposed amendment and voted in favor of sending it forward to the Senate at its meeting on September 21, 2011.
Alternatives:	The language in the policy could remain as it is.
Risks:	The language could appear redundant and possibly confusing to students and instructors.
Financial Implications:	There are no financial costs associated with this change.
Further Approvals Required:	Presidential Approval

V-1.00(G) UMCP POLICY FOR A STUDENT'S MEDICALLY NECESSITATED ABSENCE FROM CLASS

APPROVED BY THE PRESIDENT 1 AUGUST 1991; amended May 10, 2011

I. Policy

The University shall excuse class absences that result from a student's own illness. As explained below, the procedures and the documentation a student is required to provide to the class instructor for the purpose of obtaining an excused absence differ depending on the frequency of the absence.

II. Procedures

A. Medically necessitated excused absence from a single lecture, recitation, or lab per semester.

1. No written excuses or documentation from the Health Center shall be provided for absences from single lecture, recitation, or lab.
2. For a medically necessitated absence from a single lecture, recitation, or lab, students may submit a self-signed note to their instructor. ~~a minimum of once per course per semester~~. Such documentation shall be honored as an excused absence unless the absence coincides with a Major Scheduled Grading Event. The procedure for a medically necessitated excused absence for a Major Scheduled Grading event is set forth below.
3. Any student who wishes to be excused for an absence from a single lecture, recitation, or lab due to a medically necessitated absence shall:
 - a. Make a reasonable attempt to inform the instructor of his/her illness prior to the class; and,
 - b. Upon returning to class, present their instructor with a self-signed note attesting to the date of their illness. Each note must also contain an acknowledgment by the student that the information provided is true and correct. Providing false information to University officials is prohibited under Part 9 (h) of the *Code of Student Conduct* (V-1.00(B) UNIVERSITY OF MARYLAND CODE OF STUDENT CONDUCT) and may result in disciplinary action.

B. Non-consecutive medically necessitated absences from more than a single lecture, recitation, or lab.

1. At the beginning of each semester, the instructor shall establish a written policy for non-consecutive medically necessitated absences beyond a single lecture, recitation, or

lab.

C. Prolonged Absence from Classes and/or Absence from a Major Scheduled Grading Event

1. A prolonged absence is defined as multiple consecutive absences from a course during a semester due to the same illness.
2. "Major Scheduled Grading Events" shall be identified by the instructor in writing at the beginning of each semester.
3. Students who experience a prolonged absence(s), as defined above or an illness during a Major Scheduled Grading Event as identified in writing by the class instructor shall be required to provide written documentation of the illness from the Health Center or from an outside health care provider. In cases where written verification is provided, the Health Center or outside health care provider shall verify dates of treatment and indicate the time frame that the student was unable to meet academic responsibilities. No diagnostic information shall be given.

D. Resolution of Problems

A student who wishes to contest a decision not to grant a medically necessitated excused absence should first try to resolve the issue with the class instructor. If the issue is not resolved with the instructor, the student should seek the advice of the instructor's Department Chair; the Dean's Office of the Department's College; the Health Center Director; or the Department of Disability Support Services (DSS) Director, if the student is registered with the DSS, in order to identify the proper procedure for resolution.