Academic Policy Development Advisory Task Force

Tuesday, October 23, 2012; 3:00-4:00 PM; Brookside Room/Admin Center

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Representation</th>
<th>Name</th>
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<tr>
<td>Present</td>
<td>Provost’s Office (co-chair)</td>
<td>Cindy Pemberton</td>
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<td>Present</td>
<td>Registrar’s Office (co-chair)</td>
<td>Doug Swink</td>
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<td>Present</td>
<td>Provost’s Office</td>
<td>Amy Watson</td>
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<td>Present</td>
<td>Arts &amp; Sciences</td>
<td>Kati Toivanen</td>
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<td>Present</td>
<td>Biological Sciences</td>
<td>Lynda Plamann</td>
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<td>Present</td>
<td>Bloch School of Management</td>
<td>Dave Donnelly</td>
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<td>Present</td>
<td>Computing &amp; Engineering</td>
<td>Jerry Place</td>
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<td>Conservatory</td>
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<td>Dentistry</td>
<td>Cat Saylor</td>
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<td>Present</td>
<td>Education</td>
<td>LaVerne Berkel</td>
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<td>Present</td>
<td>Faculty Senate</td>
<td>Vacant</td>
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<td>Present</td>
<td>Graduate Studies</td>
<td>Denis Medeiros &amp; Colleen Kelly</td>
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<td>Present</td>
<td>Law</td>
<td>Judith Popper</td>
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<td>Libraries</td>
<td>Cynthia Thompson</td>
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<td>Present</td>
<td>Medicine</td>
<td>Theodore Cole</td>
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<td>Present</td>
<td>Nursing</td>
<td>Kristin Lee</td>
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<td>Present</td>
<td>Pharmacy</td>
<td>Wayne Brown</td>
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Agenda

- **Welcome & Introductions**
  - Awaiting Conservatory Rep appointment
  - Contacted faculty senate for academic issues committee rep

- **Roles & Responsibilities**
  - Draft policy development with recommendation to the Provost
  - Task force members should take policy changes and information to the unit deans and advisors, etc. and bring feedback to the group for discussion.

- **Policy Communication Strategy**
  - Updated policies in catalog and presented to advisors group
  - Task Force Members
  - UMatters
  - Meeting notes will be posted on the task force blog: [http://info.umkc.edu/academicpolicies/meetings/](http://info.umkc.edu/academicpolicies/meetings/)

- **Role of the University Catalog**
  - Contract with students – make sure you are familiar with catalog contents

- **Policy Format & Template**
  - Separate policy from procedural information
  - Add history and related information
  - After vetted with units, policies will go to Provost for review and approval

- **Revised Policies in 2012-13 Catalog** ([http://catalog.umkc.edu](http://catalog.umkc.edu))
  - [Academic Calendar](http://catalog.umkc.edu) (The policy clarifies the 16 weeks of instruction and 8 weeks of instruction and separates out the credit hour definition that is a standalone policy)
  - [Academic Credit Hour Equivalencies](http://catalog.umkc.edu) (Academic Credit Hour Policy is new to the catalog in order to meet HLC/DOE regulations)
Academic Standing & Graduation: **Dean’s List** (Undergraduate only; The Dean’s List has changed from being percentage based to fixed GPA requirements by Academic Unit – Due to Registrar by 11/15/12; GPA’s will be posted on Registrar website)

Academic Standing & Graduation: **Latin Honors** (Undergraduate only; Latin Honors have changed from being percentage based to a fixed GPA per Academic Unit – Due to Registrar by 11/15/12; GPA’s will be posted on Registrar website)

Academic Standing & Graduation: **Multiple Major & Double Degree** (The policy has changed to indicate the option for triple majors as well as to indicate double majors are only required to complete the general education requirements for the primary major)

**Attendance Policy** (The policy adds language to clarify enrollment as a student is required to attend class unless otherwise approved by the instructor. This was added in the event a student wants to bring a child, parent or another contact to class. Language was also added to indicate instructors are responsible for verifying a class roster via Pathway.)

**Electronic Grade Change Policy** (Policy was added and implemented in August which now allows instructors to make online grade changes for up to one year after the end of a semester.)

**Final Exam Policy** (A final exams policy was added which to clarify that instructors are expected to give a final exam. The policy also provides procedures for students who have more than three final exams on one day may submit a request to their Academic Dean to reschedule an exam)

**Grade Appeal Policy** (The policy changes the appeal procedures to the Provost. In the past appeals were submitted to the Chancellor.)

**Registration** (Policy clarifies that students who are not registered will not receive academic credit and cannot attend class.)

**Registration: Undergraduate Course Adds** (This policy now clarifies that a late registration fee is imposed when a class is added after the start of a term and that a schedule should be in place prior to the start of a semester.)

**Registration: Undergraduate Course Drops** (Language was added to the catalog to clarify the difference between a drop and a withdrawal)

**Registration: Undergraduate Course Withdrawals** (Policy clarifies the withdraw dates on the academic calendar and change the WF impact. The WF appears on the transcript to indicate the student was failing the time of withdrawal if this occurs within the “with assessment period.” The WF beginning Fall 2012 for all undergraduate students regardless of their point of entry into UMKC will no longer calculate as an F in a student’s overall GPA. This policy change is only applicable to undergraduate students.)

**Registration: Undergraduate Official/Total Withdrawals** (The policy adds language to indicate the transcript notation is based on the time of the semester withdraw (e.g. W or WF).)

• **Policy Discussion**
  — Electronic Grade Change Policy
    Discuss adding a new reason code of ‘successfully completed remediation’
    Reason codes were not originally in policy
    Registrar and Provost will maintain and manage reason codes separate from policy statement
    Revise policy to state “approved reason codes must be used for all electronic grade changes”

  — Administrative Drop Policy
    Began discussion last semester
    Consider ‘no add, no drop’ policies?
    Policy should be made clear in course syllabus
    Change policy wording from ‘will be dropped’ to ‘may be dropped’
    Add Department Chair approval of administrative drop
    Clarify policy wording in first sentence of policy statement
    Continue discussion in November

  — Incomplete Grades Policy
    No discussion; place on November agenda

• **Meetings Scheduled:**
  The following Tuesdays; 3:00 – 4:00 PM; AC-Brookside Room *(unless otherwise indicated):*
  — **Fall 2012:** October 23, 2012; November 27, 2012; December 18, 2012 (Gillham Park Room)
  — **Spring 2013:** January 15, 2013; February 19, 2013; March 19, 2013; April 16, 2013; May 21, 2013
  — **Summer 2013:** June 18, 2013; July 16, 2013