Academic Policy Development Advisory Task Force

Tuesday, February 22, 2011; 10:00-11:00 AM; Hyde Park Room Admin Center

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Member</th>
<th>Representation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present</td>
<td>Berkel, LaVerne</td>
<td>Education</td>
</tr>
<tr>
<td>Present</td>
<td>Brown, Wayne</td>
<td>Pharmacy</td>
</tr>
<tr>
<td>Present</td>
<td>Cole, Theodore</td>
<td>Medicine</td>
</tr>
<tr>
<td>Present</td>
<td>Holsinger, Alexander</td>
<td>A&amp;S</td>
</tr>
<tr>
<td>Present</td>
<td>Kelly, Colleen</td>
<td>Graduate Studies</td>
</tr>
<tr>
<td>Present</td>
<td>Pemberton, Cynthia (Co-chair)</td>
<td>Vice Provost/Academic Affairs</td>
</tr>
<tr>
<td>Present</td>
<td>Place, Jerry</td>
<td>SCE</td>
</tr>
<tr>
<td>Present</td>
<td>Plamann, Lynda</td>
<td>SBS</td>
</tr>
<tr>
<td>Present</td>
<td>Popper, Judith</td>
<td>Law</td>
</tr>
<tr>
<td>Present</td>
<td>Purk, John</td>
<td>Dentistry</td>
</tr>
<tr>
<td>Present</td>
<td>Roberts, Joy</td>
<td>Nursing</td>
</tr>
<tr>
<td>Present</td>
<td>Solomon, Lanny</td>
<td>Bloch</td>
</tr>
<tr>
<td>Present</td>
<td>Swink, Doug (Co-chair)</td>
<td>Registrar</td>
</tr>
<tr>
<td>Present</td>
<td>Thompson, Cynthia</td>
<td>Libraries</td>
</tr>
<tr>
<td>Present</td>
<td>Timmons, Tim</td>
<td>Conservatory</td>
</tr>
<tr>
<td>Present</td>
<td>Watson, Amy (Ex-Officio)</td>
<td>Provost Office</td>
</tr>
</tbody>
</table>

Agenda/Meeting Notes

- **Task Force Report**
  - New representatives: Alex Holsinger (A&S) and Judy Popper (Law)
    - Amy will update Blackboard site membership accordingly.
  - A new ‘searchable’ policy library is being established to house all academic policies.

- **Policy Tracking Spreadsheet**
  A policy tracking spreadsheet has been developed in order to track the approval process of each policy. This will be posted on the Blackboard site and updated frequently.

- **Draft Policy Review & Discussion**
  - **Attendance Policy** *(adding language to indicate that enrollment is required to attend a class)*
    - Discussion points include:
      - Definition of an excused absence should be referenced within the policy. Link to catalog definition to maintain consistency with future updates.
      - Instructors are not required to take attendance, but should verify the class roster in Pathway.
      - Primary reason for the policy is to ensure that only students enrolled in the course are attending – issues include fire code regulations, financial aid implications and liability. (Doug Swink will work with the new Financial Aid Director for appropriate language to add.)

- **Results**:
  - Based upon discussion, Amy will make appropriate edits and re-distribute to task force membership.
  - Task force members will review discussion points with their respective units and bring feedback to the next meeting.
  - Continue review.
Final Exam Policy (includes scheduling as well as administration)

Discussion points include:
- Combining & re-wording the first two statements for clarification.
- Approvals should come from the department chair and then the Registrar.
- Change ‘chairman’ to ‘chair’.
- Faculty being available through finals week could affect current contract language and should be addressed.
- Faculty availability issue revolves around not being able to reach instructors during finals week; alternate contact information should be given, if they are unavailable.
- The wording of students having ‘more than three’ final exams scheduled in one day... should be ‘four or more’ for clarification purposes. How will rescheduling of a final exam be coordinated?
- Should this paragraph be removed or revised? Run institutional comparison for review.
- Should graduate students be excluded from this policy?

Results:
- Based upon discussion, Amy will make appropriate edits and re-distribute to task force membership.
- Task force members will review discussion points with their respective units and bring feedback to the next meeting.
- Continue review.

Dean’s List Criteria

Discussion points include:
- Current GPA requirement is a moving target.
- Should a set GPA for the campus be established?
- Establishing a set goal promotes student success.
- Institutional Research – run the numbers to see how much change occurs if GPA is set at 3.5.
- Run institutional comparison for review.
- Note that policy does not apply to graduate students or professional programs.

Results:
- Based upon discussion, Amy will make appropriate edits and re-distribute to task force membership.
- Task force members will review discussion points with their respective unit dean and bring feedback to the next meeting.
- Continue review.

Latin Honors Policy

Discussion points include:
- Current GPA requirement is a moving target – based on class rank percentage.
- Should a set GPA for the campus be established?
- Run institutional comparison for review.

Results:
- Based upon discussion, Amy will make appropriate edits and re-distribute to task force membership.
- Task force members will review discussion points with their respective unit dean and bring feedback to the next meeting.
- Continue review.
Course Registration Policy (Separate into 3 policies)

**Undergraduate Course Adds**

*Discussion points include:*
- Working with an advisor for course adds will promote student success.
- Some International students are showing up one or two weeks into the term due to visa issues. How should this be handled?
- Moving from allowing course adds until the end of the first week of classes back to only allowing students to add classes on the first day (without advisor approval).
- Remove graduate exclusion and change policy title to ‘course adds policy’ to reflect change.
- Keep professional program exclusion.

*Results:*
- Based upon discussion, Amy will make appropriate edits and re-distribute to task force membership.
- Task force members will review discussion points with their respective units and bring feedback to the next meeting.
- Continue review

**Undergraduate Course Drops**

Not reviewed.
Distribute for Task Force Review and continued discussion at next meeting.

**Undergraduate Course Withdrawals**

Not reviewed.
Distribute for Task Force Review and continued discussion at next meeting.

**Meetings Scheduled:**
- 3/8/11; 10-11AM; Hyde Park Room
- 3/22/11; 10-11AM; Hyde Park Room
- 4/5/11; 10-11AM; Hyde Park Room
- 4/19/11; 10-11AM; Hyde Park Room