Academic Policy Development Advisory Task Force

Thursday, September 8, 2011; 9:00-10:00 AM; Plaza Room Admin Center

Co-Chair | Cindy Pemberton | Provost Office
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Co-Chair | Doug Swink | Registrar
Staff Support | Amy Watson | Provost Office

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<tr>
<th>Attendance</th>
<th>Member</th>
<th>Representation</th>
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**Agenda/Meeting Notes**

- **Semester Credit Hour/Definition Policy**
  - Institutions must properly implement credit hour regulatory requirements by July 1, 2012.

  Federal Register/Vol. 75, No. 209/Friday, October 20, 2010/Rules and Regulations
  Definition of a Credit Hour (§§ 600.2, 602.24, 603.24, and 668.8)


  MDHE Defined Semester Credit Hour
  R. Semester Credit Hour: A permanently transcribed instructional activity in which one semester credit hour shall consist of a minimum of seven hundred fifty (750) minutes (for example, 15 weeks x 50 minutes per week) of classroom experiences such as lecture, discussion, or similar instructional approaches, or a minimum of one thousand five hundred (1,500) minutes of such experiences as laboratory, studio, or equivalent experiences. Both of the above are exclusive of registration and final examination time. Greater amounts of practicum or internship instruction are normally required to be the equivalent of one credit hour. In vocational education laboratories, more clock hours per credit hour are usually required. [http://www.dhe.mo.gov/files/policies/credittransfer.pdf](http://www.dhe.mo.gov/files/policies/credittransfer.pdf)

  - The Academic Calendar Policy approved last fall contains wording that defines a credit hour. This will need to be removed and considered as a separate ‘Credit Hour’ policy.

  - Credit Hour Policy Sub-Committee
    - A sub-committee will be formed to address the credit hour policy/implementation.
    - On-line education will not be addressed by this group.
- Curriculum Chairs will be charged with the first level of review followed by the Undergraduate Curriculum Committee and Graduate Council as appropriate.
- Possible meeting to be held with Curriculum Chairs, Policy Group, Undergraduate Curriculum Committee and Graduate Council

- **Task Force Charge Review**
  “Members will review existing academic affairs policies for consistency and to ensure that these policies do not impede student success, program success or faculty success. Members will strive to eliminate the practice of unwritten or informal policies that impact academic life. Members will also strive to eliminate conflicting unit-based policies when appropriate.

Members will review academic affairs policies at other institutions and identify best practices in policy development, promulgation and review. Members will recommend revision, creation and elimination of academic affairs policies based on identified best practices. The task force will make these recommendations to the Provost.”

Full charge and responsibilities may be accessed via the Academic Policy Development Task Force Blog:
http://info.umkc.edu/academicpolicies/about/

- **Task Force Report – Fall 2011**

**Policies Approved by Provost to date:**
Academic Calendar
Awarding Posthumous Degrees
Classification of Students
Class Waitlist
Credit by Examination
Credit for Military Training
Leave of Absence
Retroactive Withdrawal

**Policies Approved by Task Force as Recommendations to the Provost:**
Attendance Policy
Dean's List Policy
Final Exam Policy
Undergraduate Course Drops
Undergraduate Course Withdrawals
Undergraduate Total/Official Withdrawals

**Draft Policies for Continued Discussion:**
Latin Honors Policy
Undergraduate Course Adds

**New Policies for Task Force Agenda:**
Academic Dishonesty
Credit Hour Definition
English Proficiency Policy for GTAs
Graduate Course Repeats
Retroactive Adds

**Reminder**
**Policies must be approved by February to make the April Catalog deadline.**

**Policy Library**
Currently in development.
• **Draft Policy Continued Review & Discussion**
  — Latin Honors Policy
    o Preference of the Deans is that this policy be specific to each individual unit
    o Draft policy to be reviewed at the next meeting.
  — Undergraduate Course Adds
    o Not reviewed; continue discussion

• **New Draft Policy Reviews**
  — Academic Dishonesty
    o Not reviewed
  — Credit Hour Definition
    o Not reviewed
  — Instructional Communication Policy
    o Not reviewed
    o Colleen Kelly to present draft for review
  — Graduate Course Repeats
    o Not reviewed
  — Retroactive Adds
    o Not reviewed

**Future Meetings Scheduled:**
10/20/11; 9-10 AM; Hyde Park Room
11/10/11; 9-10 AM; Gillham Park Room
12/08/11; 9-10 AM; Gillham Park Room
1/12/12; 9-10 AM; Gillham Park Room
2/09/12; 9-10 AM; Gillham Park Room
3/08/12; 9-10 AM; Gillham Park Room
4/12/12; 9-10 AM; Gillham Park Room
5/10/12; 9-10 AM; Gillham Park Room