

Faculty Senate Academic Affairs Committee
Minutes—January 10, 2019

Present (voting): Wendy Cook, Jackie Krause, Dan Lipori, Megan Matheson, Andy Piascek, Josh Welsh, Ke Zhong

Absent (voting): Janet Finke

Present (non-voting): Lindsey Brown, Eric Foch, Gail Mackin, Julia Stringfellow

Absent (non-voting): None

Guests: None

Meeting was called to order at 3:33 p.m. Minutes of November 29, 2018 were approved as written.

Chair updates

Janet is out on medical leave for six weeks. Dan will be filling in as chair. Andy Piascek is a new committee member representing COTS.

Old Business

a. Service Campus concerns (Charge 18-19.05)

Lindsey addressed the issues surrounding changes to fees and service campuses. Previously fees were coded based on where students were taking courses. Last year this was changed to make fees based on the student's service campus. A service campus is the campus where students receive the majority of their services, such as library, Rec Center, SURC, etc. New policy language has been written and is based on the change. Some fees are applicable to all campuses; some are applicable for online students. An online service campus does exist and is listed as "web." Previously an online student could opt in and pay a fee to use the medical center or the SURC or Rec Center. Some departments do allow Ellensburg students to enroll as exclusively online students. ITAM does; Psychology doesn't, and English doesn't for some programs.

The change was prompted because there are students who are exclusively online students and are located in Ellensburg. These students are still using Ellensburg campus services such as the SURC and Rec Center. Geographical boundaries are described as 50 miles from each campus (approximately 30 for Ellensburg and Yakima). Another concern is that students who are located in Ellensburg are claiming one of the centers are their service campus as a way of paying lower fees.

Previously, before the "web" campus, students were assigned a campus based on which was closest to their location, and this determined their fees. Now they are charged based on the campus where they take the majority of their classes. New policy language has been written to reflect this, and some changes have been made to the language so that students will not be able to change the service campus themselves. Now, based on the new procedure language, students who want to change their service campus will need to complete a campus change form.

Wendy indicated there are concerns at the centers about students paying the same fees as online students. Online students often come in to the center campuses to use services, but the centers

don't receive departmental credit for that. Gail indicated input from Gayla Stoner would be important. It might be a good idea to review the policy and procedure but then take any questions that arise to Gayla.

New policy language and new procedure language were approved as written. Gail will be in touch with Gayla to get feedback from her.

b. Appeals policy/procedure (Charge 18-19.06)

i. Clarification to process for assigning advisors (Charge 18-19.06.c)

The committee is charged with reviewing the policy/procedure to determine if the language should read "arbitrary or capricious" or "arbitrary and capricious." The process of assigning advisors also needs to be discussed. This policy was last revised in 1982. At least one change has already occurred since that time. The Academic Standing Committee is now called the Student Conduct Council.

One concern is that both the Board of Academic Appeals (BAA), and the Student Conduct Council (SCC), might no longer be needed. Having to go to both groups prevents the appeals process from being resolved quickly. Anytime there is a process that can impact students in a big way, we need to be sure the policy is as fair as possible and a resolution can be reached as quickly as possible. Additionally, there have been some recent cases where a process, or the way a student was treated regarding a grade, is being appealed, rather than the grade. The grade is part of the issue, but there is also the behavior angle to consider. A first step would be to find out if both the BAA and SCC are really needed. If students have to go through both groups, it would keep the process from being resolved quickly. However, one group addresses appeals related to grades; the other addresses appeals related to behavior. The SCC appears to be for more extreme cases of behavior and academic issues, such as suspensions.

We may need to consult Joey Bryant in Student Success for a future meeting. We will also need to find out if the two groups (BAA and SCC) could review the existing policy and procedure to determine if it aligns with what their current practice. Eric will talk with EC about consulting the two appeals committees and Joey Bryant. Gail suggested the possibility of having a subgroup explore the issues and concerns surrounding the appeals policy and procedure. Andy is willing to be a liaison.

The policy and procedure will be tabled for the time being.

c. Changes to placement testing policy/procedure for transfer students without DTAs (Charge 18-19.17)

This is a new charge that come from a concern brought up during the November 28 Faculty Senate meeting in response to the policy changes AAC was proposing. The issue surrounds transfer students who come to CWU without a DTA. We can accept their test scores but not their classes.

The following additional policy changes were made in CWUR 5-90-040(39):

- add "or transfer students with at DTA."

Changes made in CWUP 5-90-040(39):

- in (2), strike "first year" and change to "new students" wherever it appears.

All changes were approved.

New Business

a. Review new committee charge

A new charge came forward from EC regarding the policy on course withdrawals. Walter is suggesting that we follow UW's example of extending the withdrawal period to the seventh week of the quarter so that students don't have to withdraw from the university. Instead of uncontested withdrawal noted on the transcript, the course would be identified as Pass/Fail, meaning that students would still receive credit. This would not affect a student's GPA and shouldn't affect financial aid, but major or minor courses cannot be designated as Pass/Fail.

The new charge will be discussed in more detail at the next meeting.

b. Honor roll for non-matriculated students

Lindsey was contacted by a non-matriculated student who was upset about not being on the honor roll. The current process currently excludes non-matriculated students (for example, Running Start) and has been in place since 2003. The policy language is vague in that it just says "undergraduates" but does not specifically state if non-matriculated undergraduate students are included or ineligible. Post-baccalaureate students are not eligible for the honor roll, according to the current policy. The student in question made a poster and is posting it at the Sammamish campus. Lindsey recommended changing the current honor roll policy language so that it is very clear going forward.

Non-matriculated students are not formally admitted to the university because they are not degree-seeking students. They haven't applied and been accepted to the university. The definition of a non-matriculated student is in the admissions policy. Running Start students are non-matriculated students, but they are taking college-level courses that are listed on their transcript. At CWU Running Start students can't be degree-seeking students because we don't offer an associate's degree. However, if these students were to formally apply to the university, they could apply their credits toward a degree.

If the language is changed to allow non-matriculated students on the honor roll, then post-bacc students should be allowed as well. These students are typically degree-seeking and are more likely than non-matriculated students to complete a CWU degree.

Language was changed to strike (C) "Post-baccalaureate students are not eligible for the honor roll." Part (A) was changed to add "post-baccalaureate, and non-matriculated".

All changes were approved.

c. Final Exam Schedule Revisions (Charge 18-19.16)

To be discussed at an upcoming meeting

Meeting adjourned at 4:56 p.m.

Next Meeting:
January 24, 2019
Barge 304