

Faculty Senate Academic Affairs Committee

Minutes—March 7, 2019

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

Present (non-voting): Eric Foch, Gail Mackin, Bill Schafer, Julia Stringfellow

Absent: None

Guests: Rose Spodobalski-Brower

Meeting was called to order at 3:35 p.m. Minutes of February 28, 2019 were approved as written.

Chair updates

Two AAC items were approved at yesterday's Faculty Senate meeting. The student service campus policy passed, and changes to the assessment policy passed. The final exam policy was returned due to concerns about combining policy and procedure. All AAC policies that made it to the BOT were approved there.

Old Business

a. Appeals Policy/Procedure

Tasks were assigned at the last meeting. Jackie looked at academic appeals and other appeals; Julia looked at timelines and compared ours with other schools. Gail and Andy looked at other schools' definitions of "arbitrary and capricious." There are three fairly consistent usages but some gave definitions. The first step is to make a list of the terms that need to be defined: "arbitrary *and* capricious" or "arbitrary *or* capricious." We also need to explore what an academic appeal is, and how to define that. There are different meanings with using "and" or "or." The charge is to make sure the appeals process is not "arbitrary *nor* capricious." Any definitions should be communicated in clear, student-friendly language.

The University of Alaska at Fairbanks identifies differences between different types of academic appeals. Grade appeals are defined as appealing the final course grade. Our policy language is ambiguous and can be read to apply to any grade, not just the final grade. WWU discusses students' responsibilities in addition to the instructor's responsibility, and defines three different types of appeals: grade appeals; academic (such as plagiarism), and non-academic (such as behavior). For behavior appeals, language must refer to the student conduct language in the WAC. Non-academic appeals are not addressed in the policy language but are mentioned in the charge. However, these are mostly covered in the WAC. An academic appeal could also occur when students are misadvised—for example, receiving differing information from multiple people, which could affect graduation.

Any changes made will need to include a rationale. It may work out to write the policy first and then create the corresponding procedure language. A WAC policy related to academic dishonesty does exist, but it sounds as if we might not be following it. Either our existing policy will need to be changed

to align with the WAC, or we will need to change what we are doing to reflect the WAC.

Eric will report to EC on the initial progress made with this charge. Based on the research everyone has done, this may need to be a focus for a spring project, including consultation with assistant attorney general Alan Smith, and Joey Bryant and Carolyn Thurston. Eric will discuss this with Amy and the rest of the EC.

b. Final Exam Policy

This policy was returned at the Faculty Senate meeting yesterday. Discussion at the meeting addressed the need to separate policy and procedure. Questions also came up about required scheduling. Rose talked with Academic Scheduling to find out about the chain of command and approval process involved. Currently, there is no formal process through Academic Scheduling. Requests are made via email, and the email trail serves as the record. The intention was for proposed policy changes to reflect that.

CWUP 5-90-040(36)(A)3.b was changed to read:

"Any deviations from the published exam schedule require department chair and Dean or designee approval. All approved deviations are to be included in the course syllabus by the first day of class."

All changes were approved.

The following procedure was created:

CWUR 2-90-040(36)(5)

"Approved deviations to the published exam schedule must be submitted to academic scheduling by the department chair prior to the first day of class. Once the change is implemented, the faculty member must notify students."

All changes were approved.

New Business

a. Progress Reports

To be discussed at an upcoming meeting

b. Non-Attendance policy

To be discussed at an upcoming meeting

c. Academic Dishonesty/Plagiarism

To be discussed at an upcoming meeting

Meeting adjourned at 4:55 p.m.

Next meeting:

March 28, 2019

Barge 304