

Academic Affairs Committee Minutes – April 25, 2019

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

Absent (voting): Ke Zhong

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

Absent (non-voting): None

Guests: None

Meeting was called to order at 3:30 p.m. Minutes of April 11, 2019 were approved as written.

Chair updates

Janet talked with Scott Carlton. The foreign language policy issue discussed at the last meeting is resolved. The registrar's office will take it from here.

AAC has three items on the May 1 Faculty Senate agenda: the final exam policy, the transfer credit policy (changes to correspond to new Gen Ed), and the reorganization policy.

At the last meeting, the suggestion of having AAC members work on subgroups related to committee charges was briefly discussed. These charges include midterm grades; the policy on holds; and academic standing. Walter and Gail have already been working on some charges but additional people are from AAC are requested. Megan is able to join a subcommittee. Gail will provide a schedule of meeting dates and times.

Old Business

a. Appeals Policy/Procedure

The updated draft of the Appeals policy and procedure was reviewed to be sure the changes align with the committee charge.

Suggestions for changes (policy):

- Strike the first paragraph under (2) Academic Appeals and move it to the end of "Board of Academic Appeals & Academic Standing Committee" section.

- Replace "course of study" with "academic program" throughout the document.

- In the section titled "definition of academic appeals," define "academic programs" and list examples of programs (e.g. majors, minors, certificates, the honors college)

- In "Academic Petition" section, refer to Student Conduct Policy

- Reorder policy sections so that the section titled "Final grade grievance" is listed first (before "Academic Petition").

- Language revisions to clarify responsibilities of academic programs:

"Students are responsible for achieving and maintaining the standards of academic performance excellence of the program in which they are enrolled."

"Instructors will have clearly articulated standards, polices, rules, and requirements, and maintain those throughout the term."

- In section titled "Board of Academic Appeals," strike "The decision of the board...and academic standards Committee is final."

The current procedure does not address both grades and behavior. At this time it isn't clear if separate procedures are needed for each situation, or if one procedure will work for both. Types of appeals/grievances that should be covered include admission or dismissal from a program, and final grade appeals. Procedure language should closely follow the policy. Committee members will work on reviewing the procedure and making notes prior to the next meeting. When a draft is closer to being finalized, Alan Smith, assistant AG, may need to be consulted to review or address concerns that arisen. Bill and Gail can take care of contacting Alan initially.

b. Non-Attendance policy

To be discussed at next meeting

New Business

a. Midterm Grades/Progress Reports

To be discussed at next meeting

b. Academic Dishonesty/Plagiarism

To be discussed at next meeting

Adjourned at 4:58 p.m.

Next Meeting:

May 9, 2019

Barge 304