

## Faculty Senate Academic Affairs Committee Minutes—May 9, 2019

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

Absent (voting): Megan Matheson, Ke Zhong

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

Absent (non-voting): none

Guests: Amy Alder

Meeting was called to order at 3:33 p.m. Minutes of April 25, 2019 were approved as written.

### *Chair updates*

Two AAC motions were approved at the May 1 Faculty Senate meeting. The Gen Ed policy and the reorganization policy were both approved. The reorganization policy has already gone through Provost Council as well. The final exam policy was not approved at the senate meeting and will be discussed today.

### *Old Business*

#### a. Final Exam policy

The main issues addressed at the Faculty Senate meeting related to timing. The proposed policy language instructs faculty to state in the syllabus any deviations from the published exam schedule. Any deviations must be stated on the first day of the quarter. Faculty expressed concerns over this because the final exam schedule is not published before the beginning of the quarter. Faculty felt that this would make it difficult to follow the policy as written.

Typically, the final exam schedule is not made available to students on MyCWU before the 30<sup>th</sup> day of the quarter. This allows Academic Scheduling time to make any changes that need to happen (e.g. class additions, day and/or time changes, room changes). Changes need to be made for a variety of reasons. After classes have started, Academic Scheduling occasionally does ask for justification for requested changes. Approval is not needed in every situation, such as for room changes, but Academic Scheduling does need to be notified of all changes to location, day, and time for final exams. When notification is not provided, it can cause problems in emergency situations because Academic Scheduling will not have accurate information to provide to emergency personnel.

While the final exam schedule is not made available to students until the 30<sup>th</sup> day of classes, the schedule is made publically available with the academic calendar. The academic calendar is published two years in advance and is available on the registrar's website.

The following changes were made:

Add as the last sentence to 1<sup>st</sup> paragraph in (A): The dates and times for the official final exam schedule are published two years in advance and are available on the registrar services website.

Add as the last sentence to 2<sup>nd</sup> paragraph in (A): Final exam room assignments are posted to student MyCWU schedules by the 30<sup>th</sup> day of the quarter.

Rewrite (A) 4. to read: 4. Exams that require alternative days or times require department chair

& Dean or designee approval. Such modifications are to be in the course syllabus by the first day of the quarter.

- Throughout the policy, remove all references to changes in exam location.

All changes were approved.

b. Appeals Policy/Procedure

Some suggestions for changes to the procedure are 1.) Separate and/or delete any language relating to conduct, and 2.) Revise language about the process for assigning faculty advisors. There are questions about who the faculty advisors are and who assigns them to students. One suggestion is to have someone from the faculty union or someone from the Associate Provost's office be responsible for assigning the advisors. There are only 1-3 cases per year that reach the level of needing an advisor assigned. Other concerns about the procedure language relate to the timeline for the appeals process. A final draft will be reviewed at the next meeting.

c. Non-Attendance policy

To be discussed the next meeting.

5. New Business

a. 2019-20 Meeting dates and Committee chair election

Janet will not be on the committee next year, so a new chair will need to be elected. Dan has one year left; all other voting members have two years left on the committee. Nominations will be taken by email and a vote will be held next time.

Meeting dates for 2019-20 were voted and approved. Next year the meetings will be two hours (3:00 – 5:00 p.m.) instead of ninety minutes.

b. Midterm Grades/Progress Reports

To be discussed at a future meeting.

c. Academic Dishonesty/Plagiarism

To be discussed at a future meeting.

Meeting adjourned at 5:02 p.m.

Next Meeting:

May 23, 2019

Barge 304