

Academic Affairs Committee Minutes – Sept. 26, 2019

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

Present (non-voting): David Douglas, Gail Mackin, Rose Spodobalski-Brower, Julia Stringfellow

Absent (voting): Megan Matheson

Absent (non-voting): None

Guests: None

Meeting was called to order at 3:02 p.m. Minutes of May 23, 2019 were amended to remove Gail from the workgroup. Minutes of May 23, 2019 were approved as amended. Committee members introduced themselves. Committee procedures were reviewed. The meeting time noted in the procedures is 4:00 – 5:00 p.m., but this will be updated to reflect the current meeting time of 3:00 – 5:00 p.m.

Chair Updates

Changes to the transfer credit policy were reviewed, voted, and approved by email. This policy change was an urgent request from EC and is Charge 02 for this year's charges. Due to recent changes in the state legislature, revisions are needed in order bring CWU policy on acceptance of transfer credits for AP, IB, and Cambridge exams into compliance.

An email vote was also taken for changes to the attendance policy and the syllabi policy. The changes are in response to Washington Bill 5166, which states that students are allowed to seek reasonable accommodations for absences from a course due to religious observances. After the initial language changes were approved via the email vote, Assistant Attorney General Alan Smith made suggestions for additional changes to ensure that the policy aligns as closely as possible with state law. These additional changes will need to be reviewed at today's meeting.

Review Committee Charges

Committee charges were reviewed and discussed. Some concerns arose in regards to the given order and timeline for the charges. Because the class attendance policy was Old Business at the end of last year, committee members felt that this policy should be ranked as a higher priority for this year and should have a timeline for fall completion, rather than spring completion given in this year's charges. Another suggestion is to have subgroups work on some of the faster charges. Subgroups worked on some charges last year, for example, the appeals procedure language.

Committee Charges:

Charge 01: Revise the syllabus (5-90-040(37)) and attendance (5-90-040(34)) policies to conform to Washington State Bill 5166 regarding religious observances.

This charge was voted over email, with additional suggestions from Assistant AG Alan Smith reviewed and approved at today's meeting. AAC made one formatting change to the attendance policy (5-90-040(34)) to combine part (G) with part (F). All changes to the attendance policy were approved. The syllabi policy (5-90-040(37)) was approved as written to include the new language relating to accommodations for religious observances. However, some concerns were indicated about the law stating that syllabi must include links to the policy because the links often change as the website is updated or changed.

Charge 02: Revise the Acceptance of Transfer Credit policy (5-90-030(4)) to conform to Washington State Bill 5410 regarding AP/IB/Cambridge Credit.

This charge was voted and approved by email prior to the first committee meeting.

Charge 03: Consider including a statement summarizing the CWU position on sexual misconduct, Title IX information, a link to the CWU sexual misconduct/gender discrimination policy website, a statement clarifying mandatory reporting role, and contact information for confidential reporting resources in course syllabi. The completion timeline for this charge is fall quarter.

Charge 04: Consider clarifying the definitions of the Incomplete and In-Progress grades with reference to their bearing on financial aid. The completion timeline for this charge is fall quarter.

Charge 05: Remove obsolete procedures related to the foreign language requirement. The completion timeline for this charge is fall quarter. The completion timeline for this charge is fall quarter.

Charge 06: Consider the addition of policy sections 5-130 and procedures 2-130 along with associated policy and procedure changes surrounding Graduate Studies. The completion timeline for this charge is fall quarter.

Graduate studies have never had their own policies and have always followed undergraduate policies. Graduate Council has already drafted, reviewed, and vetted new policy and procedure sections specifically for graduate studies. AAC only needs to review the drafts. The policy and procedure section numbers (5-130 and 2-130) are already set. These changes initially originated from changes to curriculum and to the graduate curriculum committee. When reviewing the drafts, AAC may need to connect with representatives from Grad Council.

Charge 07: Consider revising CWUP 5-90-050 and CWUR 2-90-050 regarding commencement participation to better define the role of the commencement committee. The completion timeline for this charge is fall quarter.

Charge 08: Consider adding a new policy section, 5-90-080, on Student Behaviors in Academic Settings. The completion timeline for this charge is winter quarter.

Charge 09: Develop language outlining the role of the Academic Affairs Committee in interpreting academic policy. The completion timeline for this charge is winter quarter.

Charge 10: Develop a set of procedures (CWUR 2-90-060) to mirror CWUP 5-90-060 outlining the process of creating, reorganizing, and renaming academic units. The completion timeline for this charge is winter quarter.

Charge 11: Work with the Registrar's office to develop policy and/or procedure to clarify how a student's service campus affects summer quarter online courses and study abroad. The completion timeline for this charge is spring quarter.

Charges 12-18 were assigned last year but were not completed at that time. These charges are ranked as being medium- to lower-priority and have completion timelines of spring quarter. However, concerns were expressed in regards to this timeline.

Charge 12: Consider revisions to the academic appeals policy and/or procedure (CWUR 2-90-40 (2)) to ensure the process is neither arbitrary nor capricious.

12. a: Consider potential distinctions between grade appeals related to academics as opposed to those related to behavior, and current roles of the Student Conduct Council and Board of Academic Appeals/ Grievance Council.

12. b: Consider whether the current process is sufficient for handling complaints outside the typical course grade appeal.

12. c: Consider clarifying the process through which advisors to the student and faculty member are identified and assigned.

Charge 13: Investigate and decide if policy/procedure about mandatory midterm feedback from faculty during the quarter is required. If so, develop the policy/procedure language and justifications.

Charge 14: Make modifications to Class Attendance and Participation Policy (CWUP 5-90-040) or develop justifications for no modifications.

Charge 15: Consider revisions to warning/probation/suspension policy/procedure and craft

modifications of policy/procedure to reflect these revisions.

Gail and Walter worked on draft language last winter and spring. Draft policy language is ready, but it needs to be vetted by Faculty Senate by winter quarter to allow time for feedback and discussion. Feedback is also needed from ASCWU.

Charge 16: Consider revisions to the academic dishonesty policy (CWUP 5-90-040(22)) and procedure to clarify the process overall and for appeals.

This charge can be combined with Charge 12 (revisions to academic appeals policy/procedure). Last year's discussion involved combining the academic dishonesty policy to define appeals for academic reasons and appeals for behavioral reasons.

Charge 17: Consider developing university policy or procedure to ensure departmental policies on plagiarism and other behaviors are consistent with the student conduct code, WAC, and FERPA.

Charge 18: Consider developing a policy and/or procedure for placing, communicating, and managing holds on student accounts.

Charge 19: Review committee procedures manual and update as required. Any changes must be finished and approved no later than the last committee meeting of the year.

New Business

a. Charge 03: Sexual Misconduct Syllabi Statement

This charge involves developing a syllabi statement relating to sexual misconduct. EC will be sending out some suggestions based on the report from last year's Faculty Senate task force. We may want to consider inviting the Associate Dean of Health & Wellness, and/or the HR Title IX Coordinator, to an AAC meeting to address questions or concerns relating to this charge.

b. Charge 04: Clarifying definitions of IP and Incomplete Grades in reference to Financial Aid

The Financial Aid office proposed some language changes to policy relating to In-Progress (IP) and Incomplete grades. It seems that the approval for the IP should be done before students enroll. Rose will consult with Dawn to find out if she has anything to add about this.

The policy changes were written to benefit students with Incompletes (e.g. students don't have to pay back the money), and the clarify the use of IP grades for certain classes. Adding this clarifying language makes it possible for the Financial Aid office to adhere to federal policy.

Discussion on Charge 04 will continue at the next meeting. Josh will talk to Walter about reordering some charges.

Meeting adjourned at 4:40 p.m.

Next meeting:

Oct. 10, 2019

3:00 p.m. Barge 304