

Academic Affairs Committee Minutes—November 7, 2019

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

Absent (voting): Ke Zhong

Present (ex-officio): David Douglas, Rose Spodobalski-Brower

Absent (ex-officio): Gail Mackin, Julia Stringfellow

Meeting was called to order at 3:03 p.m. Minutes of October 24, 2019 were approved as written.

Chair Updates

Josh drafted a response to PESHM memo. However, before sending the response, it would be a good idea to invite Ethan Bergman, Brian McGladrey, and Dennis Francois to an upcoming meeting. Josh will contact them.

AAC did not have anything on the agenda at yesterday's Faculty Senate meeting because a recent policy change sent forward was returned from EC for additional review. That policy will be reviewed again at today's meeting.

Old Business

a. Title IX Statement

EC suggested changing the conversational tone of the example statement given in the policy so that it more closely aligns with the typical style of policy language. Faculty may use a more conversational tone if they want, but for the policy itself, the tone should match and be more formal. Andy moved, and Megan seconded, to accept EC's proposed changes. Motion was approved.

Concerns were discussed about the extra requirements (e.g., diversity statement, religious accommodations, etc.) being added to syllabi. While this information is important to communicate to students, including it in syllabi runs the risk of making syllabi too long, which may make students less likely to read or pay attention to all the additional information. One suggestion is to create a dedicated space online, such as a webpage, that can be maintained as a resource to faculty and students. Another suggestion is to identify other ways to communicate this same information, as well as related policies, to students, rather than including it all in the course syllabus. A course syllabus is also an agreement so that the students understand what they are agreeing to do in the class.

b. Incompletes & "I" Grades & Financial Aid (Charge 04)

Recent changes to the policy and procedure on Incomplete and In-Progress grades were reviewed and discussed. Additional changes were made:

- In CWUP 5-90-040(25)(A), add "at the instructor's discretion; change "has" to "had."

Changes were approved

The following changes were made in CWUP 2-90-040(25):

- Change (A) to read: "To submit an incomplete grade, the instructor must select the "I" designation on the MyCWU grade roster."
 - In (D), change "should" to "will" and add "satisfactorily" to the last sentence.
 - Combine (D) with (B) so that the new part (B) reads: "The instructor will designate with the student must do to complete the course. The instructor will inform the department chair of the incomplete, the work that remains to be done, and the deadline for satisfactorily completing the work."
 - Strike (C), (F), (G), and (J) and renumber accordingly.
 - Strike the first sentence of (H) and move to CWUP 5-90-40(25) as a new part (B) in that policy.
 - Create a new (F) to read: If, due to extenuating circumstances, if the work cannot be completed within one calendar year from the last day of the quarter in which the "I" was received, the instructor notify registrar services of the new agreed upon completion date as soon as possible.
- All changes will be made, and will reviewed and voted and next meeting.
 In CWUP 2-90-040(26), move first sentence of (C) to 5-90-040(26) policy as new (C).

New Business

a. Graduate Studies Policies (Charge 06)

Josh, Dan, and Julia reviewed the polices and discussed Grad Studies' proposed changes with Kevin Archer. Josh also talked with Don Wattam to discuss how faculty can become members of Grad Council.

Grad Studies proposed changes to 5-90-040 and 5-90-070 were approved. In 5-90-040, changes are being made to the policy language surrounding class standing, and the title has been changed in 5-90-040(7). In 5-90-070, a new paragraph (4) was added to address individual studies; however, this is not technically an interdisciplinary program.

CWUP 5-130 is a new section of policy created specifically to apply to graduate students. However, questions do exist about post-bacc students and how they should be defined.

CWUP 130-10 and CWUP 130-20 were approved. CWUP 130-30 and CWUP 130-40 will be reviewed at the next AAC meeting. CWUP 130-40 addresses transfer credit and accredited institutions. Questions arose about conversions between semester and quarter credits, as well as earning credit for graduate/undergraduate layered courses. Josh will take the policy and related questions back to Kevin. Discussion will continue at the next meeting.

Meeting adjourned at 4:55 p.m.

Next meeting:
 November 21, 2019
 3:00 p.m.
 Barge 304