

*Faculty Senate Academic Affairs Committee*  
*Minutes – Jan. 11, 2018*

Present: Rodney Bransdorfer, Clem Ehoff, Janet Finke, Christos Graikos, Dan Lipori, David Martin, Megan Matheson, Ke Zhong, Lindsey Brown, Tim Englund, Julia Stringfellow, Walter Szeliga

Absent: Eric Bennett

Guests: Gail Mackin

The meeting was called to order at 3:30 p.m. Minutes of Nov. 30, 2017 were approved as written.

*Chair Updates*

Four items were approved at the January 10 Faculty Senate meeting. The Undergraduate Admissions policy and Interdisciplinary Programs policy were approved with no alterations, as was the policy change to include UNIV 101 as a graduation requirement. Changes to the final exam week policy (changing the days of final exams back to T-F, and changing SAFARI to MyCWU) were approved as well.

*Old Business*

a. Foreign Language Policy (CWUP 5-90-030 & CWUP 5-90-050)

Rodney worked with Lindsey to draft changes to the Foreign Language Policy. Two policies are affected by the changes. For the transfer credit policy (CWUP 5-90-030), students who have a DTA will automatically meet the foreign language requirement and the Gen-Ed requirement when they enter CWU. Students who transfer in with an Associate of Applied Science degree, and enter a Bachelor of Applied Science program, will be considered to have met the foreign language and Gen-Ed requirements.

In (CWUP 5-90-050), (4) A. & B. have been removed. This part of the policy distinguished between different Bachelor's degrees. All of the admissions requirements in the policy will stay the same.

Walter questioned the potential for pushback on the Senate floor. Rodney indicated that, as far as he and Linsey can tell, we are not in violation of CATER, accreditation, or anything else. The changes to the policy clarify what is already in place. Dan questioned if the policy changes will result in an increase or decrease in students needing foreign language. Rodney indicated the number of students should stay about the same.

A vote was taken and changes to policy were approved.

b. Diversity Statement

Walter will talk with Kande Cleary and find out if she can come to Jan. 25 meeting.

c. Student Conduct Statement

To be discussed at next meeting

5. *New Business*

a. Changes to course substitution policy & form

To be discussed at next meeting

b. Class Attendance Policy

Gail has been working with Financial Aid and with Enrollment Management. CWU receives financial aid from the federal government for students, but when students do not attend the classes for which they have registered, we have to return the money. This means we have to get the money back from students, and often we are not able to do that. We want to be able to identify the students who never show up so that they aren't charged and so we aren't having to waive them off. In order to do this, we would like to ask faculty to keep track of students coming to class. If a federal audit were to happen, we would be found not in compliance because we are not reporting students who we know are not in attendance.

To address these issues, Gail is suggesting some changes to the Class Attendance Policy (CWUP 5-90-040(34)). A campaign to students would need to be done so that they are aware of the policy. If students know they can't attend the first day of classes, they need to notify the professor so that their intent to be there can count as attendance. All this would need to be communicated very well so that students don't end up penalized for something they didn't know about.

Lindsey explained that financial aid census occurs on the fifth day of classes. Anyone who hasn't dropped or attended gets a NS (no-show) grade, but they are still responsible for paying tuition and fees. The financial aid census is based on students' current enrollment. The time-frame of the first three days mentioned in the policy is there for a reason.

Dan questioned if faculty members would have the power to take students off enrollment. Lindsey indicated faculty would still have to go through the registrar's office, but there are a couple different ways the process could be done. One possibility would be to use PeopleSoft, which can run queries. The potential does exist for creating an easier system. Another option is to create a procedure to go with policy. One question is how participation would be defined for online classes.

Tim indicated that secretaries used to push for this, but when responsibility went only to faculty the accountability went away. He suggested adding an extra step to state that on the fourth day department chairs receive a list of students who haven't attended classes.

Rodney suggested changing the subject of sentences in (C). Instead of saying "The instructor will..." say "Students who fail to attend...will be dropped..." Dan suggested changing "may be dropped" in (D) to "will be dropped." Procedure will be needed as well.

Tim suggested changing the name of the policy/procedure to "Class Non-Attendance" rather than "attendance." The three-day time-frame sounds extreme; four days would be better, or have someone such as a chair who checks up on things. Rodney suggested adding some sort of

clarification in the procedure to make it clear that there are exceptions for classes that only meet once a week.

Dan suggested the following language for the Class Non-Attendance Procedure: “Faculty will take attendance during the first three days of quarter. Students who have not attended by the third day or the first class day will be dropped.”

Gail addressed another issue related to class attendance. Students have been attending classes when they are not registered. A number of students are registering late after the census day, and some are registering late after finals. Some are registering for \_\_99 classes. All this creates liability issues, and there is also the issue of “gifting” with state dollars. We are using instructional resources, which is actually illegal. Gail would like to have a statement saying that students are not allowed to attend classes unless they are enrolled, or would like to propose a statement saying students must enroll for class. Lindsey suggested a statement saying “after the change of schedule period, only officially enrolled students will be allowed to attend classes in which they are enrolled.”

c. GPA Definitions

To be discussed at next meeting.

d. Appeals Process

To be discussed at next meeting.

e. Academic Freedom

To be discussed at next meeting

*Adjournment*

Meeting adjourned at 4:55 p.m.

Next Meeting:

Jan. 25, 2018