



## **Educational Affairs Committee**

Minutes for Monday, November 3, 2008 – 3:30 p.m.  
Tate Student Center – Room 143

**Members Present:** Gayle Andrews (Co-Chair), Lonnie Brown, Tracie Costantino, Ann Crowther, Jeffrey Dorfman, Silvia Girauda, Loch Johnson, Stephen Rathbun, Banks Deal, and Eric Drucker

**Others:** Jere Morehead (VP for Instruction), Jody Hall (Campus Reservations), Rebecca Macon (Registrar), Deborah Bell (OVPI staff), Brian Freese (OVPI staff), and Daniel Burnett (*Red & Black*)

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Dr. Gayle Andrews called the meeting to order at 3:31 p.m. She thanked members and guests for attending. She asked the committee members and guests to introduce themselves and offered a welcome to all attending the meeting.

Dr. Andrews discussed the update provided by her on behalf of the committee at the last University Council Executive Committee meeting regarding the University's Withdrawal from Courses policy and the Academic Honesty Annual Report.

### **Minutes**

Dr. Loch Johnson moved that the minutes of the August 25, 2008 Educational Affairs Committee meeting be approved as corrected. Dr. Jeffrey Dorfman seconded, and the motion was approved unanimously.

### **Old Business**

*Withdrawal Policy:* There was continued discussion regarding an instructor's ability to change a WF to a WP using a Change of Grade form.

A motion was made by Mr. Banks Deal to offer the following reworded statement to the University Council as an information item, and seconded by Dr. Silvia Girauda:

The committee members agreed that (1) appeals regarding the assignment of a WF by an instructor be handled by the Educational Affairs Committee as a grade appeal, (2) hardship withdrawals will only be available using existing policies through Student Affairs, and (3) the revised withdrawal policy does not allow for an instructor to request a change of grade from a WF to a WP.

The motion passed unanimously.

### **New Business**

*Campus Reservations:* Ms. Jodie Hall of Campus Reservations offered an overview of the method whereby classroom space is assigned. She shared that although the process appears automated by computer, much of the work in assigning classroom space continues to be done manually. The software used is antiquated and in need of replacement, according to Ms. Hall. She shared that her goal is to ensure insofar as possible equitable access to facilities by every college, school, department, and class section.

*ER and NR Grades:* Ms. Deborah Bell introduced a discussion regarding the use of ER and NR grades on student transcripts.

NR indicates that a grade was not reported for an individual student assigned to a particular class section, while ER indicates that a grade was not reported for a student as part of a larger class roll. The NR grade can remain on the transcript permanently and doesn't adversely affect the student's GPA or ability to graduate. The ER grade must be changed within three terms or it automatically becomes a WF grade.

Ms. Bell suggested that some revision may be warranted to ensure accurate student records.

A motion was made by Dr. Dorfman to offer the following change in the Academic Affairs Policy Manual in Section 4.07-7, and seconded by Mr. Banks Deal.

NR: This symbol indicates that a grade was not received by the Registrar's Office during the designated online grade processing period. The NR symbol will be replaced by the correct letter grade upon receipt of an official grade change form initiated by the instructor and signed by the department head and dean of the student's school.

There was discussion regarding the use and possible elimination of either the ER and NR grade. Dr. Ann Crowther suggested that Ms. Rebecca Macon collect data for the current term regarding the use of ER and NR grades by faculty and instructors. The committee would then consider that data at the next meeting before making any recommendation.

The motion was tabled.

*Student Absences Due to Jury Duty:* Due to the late hour, Dr. Andrews suggested that the topic of student absences due to jury duty be delayed until the next meeting with no objection from those present.

There being no further business, Mr. Deal moved that the meeting be adjourned. Dr. Johnson seconded, and the meeting ended at 4:57 p.m.

The next meeting of the Educational Affairs Committee will be Monday, January 5, 2009 at 3:30 p.m. in room 143 of Tate Student Center.

Respectfully submitted,



Brian Paul Freese  
Office of the Vice President for Instruction