



Educational Affairs Committee - Minutes

Monday, January 5, 2009 – 3:30 p.m.

Tate Student Center – Room 143

Members Present: Susan Quinlan (Chair), Gayle Andrews, Tracie Costantino, Rodney Mauricio, Marissa Pagnattaro, Ann Crowther, Banks Deal, Eric Drucker, Stephen Rathbun, Jeffrey Dorfman, and Silvia Girauda

Others: Rebecca Macon (Registrar), Alan Campbell (OVPSA), Deborah Bell (OVPI), and Lee Shearer (Banner-Herald)

Dr. Susan Quinlan called the meeting to order at 3:35 p.m. and the November 3, 2008 minutes were approved.

ER and NR Grades: A proposal regarding the use and possible elimination of either the ER or NR grade was tabled. This matter will be discussed at a future meeting when additional data is available.

Student Absences Due to Jury Duty: The University does not have a policy or guidelines for handling a student's absence due to jury duty. The members agreed that instructors should give reasonable accommodations for making up work missed by the student who is required to serve on a jury. Ann Crowther agreed to bring a proposal for revising the current policy on class attendance, *Academic Affairs Policy 4.06*, to the next meeting.

Academic Advising Policy – Academic Affairs Policy 4.01-4: Ann Crowther presented the Academic Advising Coordinating Council's revision to the Academic Advising Policy of the University. The revision was approved unanimously and will be forwarded to the University Council for information.

Final Instructional Day Policy – Academic Affairs Policy 4.07-2: The University prohibits the administration of tests or quizzes on the final instructional day of a course. The members discussed whether labs not assigned a final exam time, should be excluded from this policy. After discussing this matter, Debbie Bell agreed to draft a proposed change in the Final Instructional Day section of *Academic Affairs Policy 4.07-2*, the members will seek feedback from faculty, students and Teaching Assistants, and they will continue the discussion at the next meeting.

Late Add Procedures - Course Changes – Academic Affairs Policy 4.02-1: The Registrar's Office proposal to require approval of the Educational Affairs Committee when a student seeks to late-add a course after grade rolls for the current term have closed was discussed. Rebecca Macon explained that each term they see some number of students who allow their course schedules to be dropped and then selectively add back the course or courses in which they are doing well. Ms. Macon was asked to provide the committee with more data so that this matter could be discussed at the next meeting.

Finally, Dr. Alan Campbell expressed his concern that the new Withdrawal Policy is causing his office. The members assured him that the policy does not change his authority to work with students experiencing hardships. The issue seems to be one of a technical issue with the Registrar's system for counting WP grades. Because the new policy has only been in effect one term, the committee asked that no changes be made for at least one year.

The meeting adjourned at 5:10 p.m. The next meeting of the Educational Affairs Committee will be Monday, February 16, 2009 at 3:30 p.m. in room 143 of Tate Student Center.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Deborah C. Bu".

Office of the Vice President for Instruction