



Educational Affairs Committee - Minutes

February 16, 2009 – 3:30 p.m.
Tate Student Center – Room 143

Members Present: Susan Quinlan (Chair), Gayle Andrews, Lonnie Brown, Ann Crowther, Jeffrey Dorfman, Silvia Giraud, Rodney Mauricio, Marisa Pagnattaro, Banks Deal, Hank Clay (substituting for Eric Drucker)

Others: Rebecca Macon (Registrar), Deborah Bell (OVPI), Fiona Liken (Curriculum Systems) Brittany Cofer (Red & Black)

Dr. Susan Quinlan called the meeting to order at 3:35 p.m. and the January 5, 2009 minutes were approved.

ER and NR Grades: This matter was tabled indefinitely until the Registrar's Office is in a better position to provide the EAC members with the data they need to carefully consider the possibility of eliminating either the ER or the NR grade.

Late Add Procedures - Course Changes – Academic Affairs Policy 4.02-1: After a lengthy discussion, the members voted to request that a memo be sent to deans by the Vice President for Instruction and Dr. Quinlan asking that they pay more attention to requests for course additions and help in preventing approvals of inappropriate late-adds.

Student Absences Due to Jury Duty- Academic Affairs Policy 4.06: At the request of the EAC members at the January 19, meeting, Ann Crowther drafted a proposal for revising the current policy on class attendance which instructs faculty to provide reasonable accommodations for missed work for students who are required to serve on a jury. The proposal was unanimously approved and will be forwarded to the University Council.

Final Instructional Day Policy – Academic Affairs Policy 4.07-2: The members continued their discussion of possible exceptions for the final instructional day of a course – specifically labs and take home exams. Dr. Dorfman and Dr. Mauricio suggested additional language which could be added to the current policy. The Committee agreed that take-home exams are permissible as long as the exam is not due earlier than the final examination time slot assigned by the University. In addition, they agreed to allow instructors of labs to administer tests or quizzes on the final instructional day. The proposal was unanimously approved and will be forwarded to the University Council.

Academic Renewal – Academic Affairs Policy 4.01-2: The Academic Renewal Policy states that if a student encounters academic difficulty (specifically scholastic dismissal), the dismissal would subject the student to permanent exclusion. Dr. Crowther and Debbie Bell explained that there is no monitoring of this. After thoroughly discussing this matter, the members suggested that additional verbiage be added to the letter to the student who is granted academic renewal which highlights this requirement. In addition, Dr. Crowther and Debbie will prepare a letter for deans and school/college contact people reminding them of this and other issues related to student academic appeals.

The meeting adjourned at 4:50 p.m. The next meeting of the Educational Affairs Committee will be Monday, March 23, 2009 at 3:30 p.m. in room 143 of Tate Student Center.

Respectfully submitted,

Office of the Vice President for Instruction