

## ACADEMIC POLICIES COMMITTEE

Monday, October 9, 2023  
2:30p.m. | UC Council Room  
Minutes

Present: Benedict, Cieminski, de la Torre, Michell, Couch, Heiny, Kang, Leatherman, Larson, Leonard, Levin, Matchett, Parker

Present on Zoom: Bailey, Muller

Absent: Allen, LaSota, Newman, Wieben

### Call to Order

The meeting was called to order at 2:30pm.

### Approval of the Agenda

The agenda was approved without objection.

### Approval of the September 25, 2023 meeting minutes

The minutes were approved without objection.

Announcements/Chair's Report (Levin): None.

### Reports from Councils

Graduate Council (Cieminski): No report.

Liberal Arts Council (Muller): Ongoing discussion of direct assessment of student learning across the curriculum and how we will review the assessment data.

Professional Education Council (Bailey): No report.

Undergraduate Council (Larson): An undergraduate student commencement speaker was selected.

Student Government Association (Michell): We finished up our elections and held senators training last Saturday. Committees are starting up and so we will have a Fall break draft for APC soon.

### Special Reports

#### Special Order

#### Unfinished Business

- **Inclement Weather during Finals Week.**

- [Cancellation of Finals Policy - 20230925 APC to Cod 10.4.23.docx](#)
- The Provost will review the final version of the Cancellation of Finals Policy before it goes to Faculty Senate.
- Review and discussion of Codification's edits.
- The new title was discussed.
  - Should we include the phrase "inclement weather" in the policy?
  - Consider using a phrase like: "*When campus closes for any reason during finals week, the exam will be rescheduled.*"
- Concern was raised for equity and fairness among all students (local, regional and distance), when rescheduling final exams.
- Consider a "catch all" option; students can decline the rescheduled final exam date, take their current grade or take an Incomplete.
- The Provost's Office would like to consider other institutions' policies.
- Consider stating "any of the following options" and allow faculty to choose.

- The committee reviewed and discussed an earlier version of the policy, with bulleted “reasonable” options:
    - Awarding the grade a student had in the course prior to final assessment
    - delivering the final assessment in an alternative modality (such as an asynchronous online exam)
    - delivering the final assessment at an alternative time (or multiple times if necessary)
  - Consider HLC policy surrounding equal access to rescheduled final assessments.
  - If we give faculty options, as well as a fourth option involving consultation with their unit leader, if students cannot complete an alternative assessment, they may receive an Incomplete.
    - An Incomplete can affect students’ progression through coursework (pre-requisite).
      - Discuss implications with instructor.
  - Any change to grading policy must be communicated in writing.
  - Consider phrases like:
    - Calculate the grade based on assessments already completed.
  - Some courses have a policy that, “all assignments must be attempted to pass this class.”
  - Do we want to try and come up with bullet options again?
    - Cieminski firsts, Parker seconds.
    - The motion to develop bullet options for faculty, passed unanimously.
- **Four-Day Final Exam schedule** – Levin is waiting on requested student schedules.
  - **Curriculum Working Group recommendations**
    - [CWG-CreditHourReq.docx](#)
    - [Curriculum Process Policies.docx](#)
      - What happens when a committee does not take timely action?
        - PEC has three weeks from the date curriculum was submitted to act, and then the curriculum will move on to the next level of the workflow.
        - PEC has a conflict with this requirement in December and the summer months when they have no regular meetings.
        - A suggestion from the Provost’s Office would be to put a note in the workflow stating where the curriculum is in the process.
        - Discussion about working day vs calendar day. What does it mean by “three weeks”?
        - PEC would like to remove the three-week policy and replace it with the published PEC meeting times.
        - If there is not enough time, then the curriculum can be sent back to the submitter.
        - The curriculum deadline is at the end of the Fall semester for inclusion in the following year’s catalog.
        - If one committee takes too long in the process, then the deadline may be missed.
        - If curriculum was sent to the Provost’s Office without approvals at the previous steps, then it would be sent back to the dean.
        - If the next level does not act in a timely manner, then the submitter can go to the next level to escalate the review of the curriculum.

- Levin will bring this document back to APC with discussed and suggested changes.

Unfinished Business on hold

- **Transfer Student & GR Review of Records** (Registrar).
- **Academic Calendar** Fall break.

New Business

Comments to the Good of the Order: None.

Adjournment:

The meeting was adjourned at 3:51pm.

Oscar Levin  
Chair

Nina Phillips  
Recording Secretary