

ACADEMIC POLICIES COMMITTEE

Monday, September 11, 2023

2:30p.m. | UC Council Room

Minutes

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

Present via Zoom: Muller

Absent: LaSota, Matchett, Senbet, Wieben

Call to Order

The meeting was called to order at 2:33pm.

Approval of the Agenda

The agenda was approved without objection.

Approval of the August 28, 2023 meeting minutes

The minutes were approved without objection.

Announcements/Chair's Report (Levin): Some clarifications regarding UNC's academic calendar: Fall semester is 3 days shorter than Spring. The credit hour requirement is one hour of work in class, and two hours of work outside class, per credit hour per week for approximately fifteen weeks. No classes during Thanksgiving week would make meeting for the entire 2.5 hours during finals even more crucial (the current requirement that we do so already exists to ensure we meet credit hour requirements). Student Government Association will draft a formal proposal and bring it to APC.

Reports from Councils

Graduate Council (Cieminski): We held our first meeting and elected Gracie Gershwin as Chair. We will run a standards committee again, so we talked about potential speakers.

Liberal Arts Council (Muller): LAC held our Council Orientation Meeting on 8.29. LAC meets again 9.19 to work on our current semester goals; polishing the LAC website, updating bylaws and board policy to current practice, building an indirect assessment student survey and developing an internal process, and working on OER and low-cost LAC courses. Nancy Henke textbook affordability librarian and Oscar Levin representing UNC's AOER group will join our 9.19 LAC meeting.

Professional Education Council (Bailey): PEC has not met yet this semester because we did not have any curriculum to approve.

Undergraduate Council (Larson): UGC's first meeting is tomorrow. We will be working on the commencement speaker selection process. We are also hosting Loree Crow to talk about renaming research day.

Student Government Association (Michell): Student Government Association did not meet last week. We are currently working on our election. We are elongating the election timeline this Fall.

Special Reports

Special Order

Unfinished Business

- **Inclement Weather during Finals Week.** See last [year's document](#).
 - [Cancellation of Finals Policy](#) document drafted by Levin

- Three options in the draft: receive a final grade without taking the final exam, take an alternative final assessment, or a makeup exam can be scheduled.
- Concern was expressed over the option for a makeup final exam if some students cannot take it.
- Some students may not have internet access during inclement weather; only offering an online alternate would not be fair.
- Must options given for a makeup exam be the same for every student?
- Suggestion: leave it to the instructors to decide what options to give students.
- Revise last sentence of the draft regarding taking an incomplete due to inclement weather.
 - Taking an incomplete can only be done due to very specific reasons; an accident, unforeseen circumstances, etc.
- Give an opportunity for students' voices to be heard?
- It was expressed that having an extra day during finals week could be optimal.
 - Confirmed there is no regulation requiring 2.5 hour time slots for finals (although this might be required if we shorten the semester for a fall break).
- Depending on the type of class, an online assessment may be appropriate, but in a different class, this may not be.
- The instructor could specify makeup final exam options in the syllabus or decide in the first 2-3 of classes.
- The policy could state "It is at the discretion of the instructor to inform students of reasonable options which may include..."
 - Or: "Under mutual agreement, a makeup final exam could be scheduled."
- For students coming from a long distance, the roads may still not be drivable following inclement (winter) weather events.
- Give faculty parameters to use.
 - If the final is 20% or less of final grade, then students can take grade without taking final?
- A final exam makeup must be completed and graded in time for the end of term processing.
- Faculty should not be allowed to schedule a makeup final exam for whenever they want
 - equal access to the makeup exam
 - must be flexible
 - cannot give all students an incomplete

Unfinished Business on hold

- **Transfer Student & GR Review of Records** (Registrar). See [Undergraduate Student Eligibility for 500-level courses](#)
- **Academic Calendar**
 - Fall break. See [CO universities term comparison.xlsx](#), [Interim Course Enrollments.docx](#)

New Business

- **Curriculum Working Group recommendations**

- [Credit requirements](#) – How many credits need to be upper division credit hours? Concentration distinction? Should we consider concentration requirements for the major? We can look for ways to improve our curriculum process.
- [Policy/process refinements](#) – Look at last year’s PEC policy on the curriculum process. There is concern about UNC not accepting some transfer credits. Should UNC have a minimum amount of credit hours required for a major or minor? We will need to distinguish stackable credentials and badges from other types of degrees. We will look at the current requirement that 50% of credit hours must be upper division (or 18 credits). There is a request to look at overlap rules again. Revamping this process will mean some units will need to revisit the structure of courses and course levels (check for balance). A policy like this would give clarity on how faculty might develop a new minor or further develop their program. How do we count licensure programs? (Bachelor’s Degree in Math + Licensure). Levin to talk with Matchett about the goals of refining UNC’s policy and curriculum process.

Comments to the Good of the Order: None.

Adjournment

The meeting was adjourned at 3:48pm.

Oscar Levin
Chair

Nina Phillips
Recording Secretary