

ACADEMIC POLICIES COMMITTEE

October 23, 2017

Member(s) Present: Couch, Garrett, Glen (Toewe), Heiny, Kang, Lawrence, Luce, Murry, Parker, Sullivan (Parker), Toewe, Welsh.

Member(s) Absent: Ellis, Herrick.

Guest: Johnston.

Call to Order

The meeting was called to order at 3:00 p.m.

Approval of the agenda/October 9, 2017 minutes

The agenda was approved without objection.

The October 9, 2017 minutes were approved unanimously.

Chair Report/Announcements

Toewe and Luttmann have researched the *Graduate Curriculum Review Authority* agenda item and determined that no additional discussion is necessary

Reports from Councils

Graduate Council (Wiegand)

The Council continues discussion of graduate faculty workload (e.g. thesis committee membership).

Liberal Arts Council: No report.

Professional Education Council (Luce)

The Council will discuss three curriculum items in the areas of Special Education, Spanish, and Theatre.

Undergraduate Council (Garrett)

The Council is reviewing the purview of the Council and will distribute a survey to the faculty to ask for input regarding the Council responsibilities.

Student Senate: No report.

Special Reports

Special Orders

Unfinished Business

Academic Appeal Procedure Amendments – Task Force Update

The Task Force continues review of the amendment proposals and will forward a draft document to the Codification Committee before presentation to the Academic Policies Committee.

Catalog/One-Stop Language - Amendment Proposals from Codification

The Committee reviewed Codification Committee recommendations to the One Stop site language and discussed the writing style for the site and the rationale for hiring a writer. Toewe will report the update to the Faculty Senate as an information item.

Final Exam Language (Catalog, Registrar's Website)

- <http://www.unco.edu/registrar/pdf/reg-final-exam-fall.pdf>
- <http://unco.smartcatalogiq.com/en/current/Undergraduate-Catalog/Undergraduate-Information-and-Policies/Student-Policies-and-Procedures/Final-Examinations>
- <http://www.unco.edu/registrar/registration/final-exam.aspx>.

The Committee discussed updated language forwarded by Couch and recommended the following additional edits:

- Strike #7. "All examinations are to be two hours and thirty minutes in length" - #1 already states the timeframe: "All final examination periods are to be scheduled for 150 minutes in length".
 - Create a form, RE: #2: "An instructor who considers examination unnecessary, contingent upon approval of the school director/department chair/program chair, may eliminate the final examination in a course. If no final examination is given, instruction continues through the last week of the semester. In such cases, calluses will meet at the times shown on the final examination schedule."
- Couch and Welsh will correspond to create a draft form proposal for Committee review.

- Designate a location on the UNC website for syllabi guidelines, standards, and statements. Toewe will correspond with Bentz to determine next steps.
- Couch will forward updates to Toewe for Faculty Senate presentation.

High School Concurrent Student (Catalog)

- <http://unco.smartcatalogiq.com/en/current/Undergraduate-Catalog/Undergraduate-Information-and-Policies/Registration/High-School-Concurrent-Student>

Couch outlined information from the CDHE website regarding concurrent high school enrollment. Couch will add language to align the UNC information with state policy and forward the application form for concurrent enrollment. Discussion will continue at the November 6, 2017 meeting.

Course Repeat (Catalog)

- <http://unco.smartcatalogiq.com/en/current/Undergraduate-Catalog/Undergraduate-Information-and-Policies/Student-Policies-and-Procedures/Course-Repeat-Policy>

At the October 4, 2017 meeting, the Committee recommended the following phrase be added to each of the following sections: Courses Repeatable for Credit and Courses Not Repeatable for Credit:

“Exceptions to these policies are found in the respective program areas and/or courses as described in the UNC catalog.”

Couch will forward the updated document and Toewe will present the information to the Faculty Senate as an information item.

New Business

Graduate Curriculum Authority (Luger Inquiry): See Chair’s Report.

Comments to the Good of the Order

Adjournment

The meeting adjourned at 3:55 p.m.

Anne Toewe
Chair

Lori Riley
Recording Secretary