

## ACADEMIC POLICIES COMMITTEE

December 4, 2017

Member(s) Present: Couch, Glen, Heiny, Kang, Lawrence (Kang), Murry, Olivo, Sullivan, Toewe, Weis, Welsh, Wiegand.

Member(s) Absent: Ellis, Herrick, Luce, Parker.

### Call to Order

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

### Approval of the agenda/November 20, 2017 minutes

The agenda was approved without objection.

The November 20, 2017 minutes were approved unanimously.

### Chair Report/Announcements

The Academic Appeals Task Force did not meet today.

### Reports from Councils

Graduate Council (Wiegand)

Crystal Brothe attended a recent GC meeting to discuss graduate student writing and resources available. A 4+1 graduate degree proposal will be forwarded to APC.

Liberal Arts Council (Olivo): No report.

Professional Education Council: No report.

Undergraduate Council

Toewe reported that the UGC Co-Chairs attended the last Senate Executive Committee meeting to discuss the Council's purview and duties per their bylaws and Board Policy Manual information. The Senate Executive Committee recommended additional review of the bylaws and BPM information to clarify Council duties.

Student Senate: No report.

### Special Reports

### Special Orders

### Unfinished Business

Academic Appeal Procedure Amendments – Task Force Update

The Task Force did not meet this week.

Final Exam Language – Information Item Remanded back to APC (by Senate)

Additional Committee Discussion:

- Historical/background/additional information on final exams
- #6. “Laboratory sessions will not meet during the final examination period. Laboratory examinations should be give prior to the final examination week.”
  - Toewe will communicate with DeKrey/Croissant to obtain additional information regarding NHS practices regarding laboratory exams.
- #2. The Committee agreed on the following amendments:
  - “Instructors who **choose decide** not to conduct a final examination or similar capstone exercise during finals week should notify their appropriate supervisor (department chair, school director, program area coordinator) in writing of this action. This **petition decision** should be filed prior to the start of an academic semester or term. Supervisors also are to be notified of the equivalent activities to be undertaken during the 150-minute session of the course during finals week. **Supervisors then should respond to the instructors’ requests before the first day of classes, so that instructors may include this information in the course syllabi. Instructors should include this information in their course syllabi.**”
- The Registrar’s office will distribute final exam information each semester to inform faculty of policy location/information.
- Streamline the information by combining catalog information and Registrar’s site information.
- Research additional information, RE: contact hours, ratios.
- Discussion will continue at the January 17<sup>th</sup> meeting.

### High School Concurrent Student (Catalog)

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

Couch has updated the information to include the following Committee recommendations:

- Concurrent Enrollment: Sentence #1: After “21 years old” add “at the time of enrollment”
- Dual Enrollment: Sentence #4: After “high school instructor” add “high school principal, and UNC”.

The amendments will be presented to the Faculty Senate as an information item today.

Syllabi Information Placement (Bentz): Topic not covered due to time constraints.

### **New Business**

English 9-Credit Rule Exception Catalog Amendment (Revisit 12-05-16 APC amendment): Topic not covered due to time constraints.

### **Comments to the Good of the Order**

### **Adjournment**

The meeting adjourned at 3:55 p.m.

Nancy Glen  
Vice Chair

Lori Riley  
Recording Secretary