

## **ACADEMIC POLICIES COMMITTEE**

August 27, 2018

Member(s) Present: Couch, Garrett, Glen, Goodrum, Kang, Murry, Olivo, Sileo, Sullivan, Toewe, Weis, Welsh, Wiegand, Williams.

Member(s) Absent: Hernandez, Lawrence, Rose.

### **Call to Order**

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

### **Approval of the agenda/April 30, 2018 minutes**

The agenda was amended (Murry) to add “Student Drop Policy for Online Courses”. The amended agenda was approved without objection.

The April 30, 2018 minutes were approved unanimously.

### **Chair Report/Announcements**

- The Academic Appeal Procedure Task Force has finalized amendments and will forward to the Academic Compliance Committee for review.
- The Academic Compliance Committee is discussing international student enrollment.

### **Reports from Councils**

Graduate Council (Williams): No report.

Liberal Arts Council (Olivo)

The Council had its annual Retreat. The charge from the Provost outlined priorities for the academic year: communication of liberal arts core requirements and information, website information updates, new course proposals (“Core Matters”), student success/retention, “what is the liberal arts core?”- information to parents, students, faculty. Other priorities: review competencies in multicultural and international areas, innovations in the core. The Council discussed a timeline for continuation of the assessment pilot.

Professional Education Council: No report.

Undergraduate Council (Garrett): No report.

Student Senate

Murry will serve as the faculty representative to the Student Senate and will follow up on student representation on APC. The Student Senate reviewed the 18-19AY agenda and outlined the differences between councilors, representatives, and senators.

### **Special Reports**

### **Special Orders**

### **Unfinished Business**

Academic Appeal Procedure Amendments – Updates

See Chair’s Report.

Syllabi Information Placement

- <https://www.unco.edu/faculty-staff/syllabus-resources.aspx>

Toewe welcomed additional input on site content. The Committee agreed that the information provides an excellent source for syllabi resources. Additional input can be forwarded to Toewe.

English 9-Credit Rule Exception Catalog Amendment (Revisit 12-05-17 APC amendment)

- <http://unco.smartcatalogiq.com/en/current/Undergraduate-Catalog/The-Liberal-Arts-Core>

Olivo will update the Committee after confirmation with LAC and PEC and will draft catalog language regarding the issue of students consulting their individual majors for specific Core requirements.

### **New Business**

Honorary Degrees- Follow-Up Senate Action 1103

The Senate Action recommended placement of the Honorary Degree language (current on Graduate School site) into the University Regulations. Toewe noted that the action was held by the Provost’s office. Toewe will consult Senate on next steps to move the action forward again for administration signatures and UR placement.

Incomplete Policy (Garrett)

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

Garrett requested committee discussion, RE: clarification of the current incomplete policy. Garret noted that the policy is open-ended and students are asking for incompletes for a variety of reasons. The policy may need to include wording about the severity of the situation and specify timeframes to request incomplete.

*DISCUSSION:* The committee reviewed current policy parameters, specific instances where an incomplete is acceptable, fairness to the students and instructors, instructor workload, and requirements regarding the percentage of the course completed. Couch outlined areas of the grade appeal policy language that may work for additional incomplete policy language. Toewe recommended that Garrett draft policy language for committee review. The Committee agreed.

#### Student Drop Policy for Online Courses (Murry)

Murry outlined the current drop policy for face-to-face classes and asked for clarification of the drop policy for online courses.

*DISCUSSION:* The Committee discussed “inactivity” on Canvas as an indicator that the student has withdrawn. Additional discussion included the parameters for a student to be “dropped” from an online course (timeframes, policy language). Murry will draft language for Committee review.

#### International Students (Welsh)

Welsh asked for clarification of how to handle international students who have not arrived for the semester yet due to VISA issues. Sileo recommended contacting Olga Baron in CIE for additional information/assistance.

#### Comments to the Good of the Order

#### Adjournment

The meeting adjourned at 3:48 p.m.

Anne Toewe  
Chair

Lori Riley  
Recording Secretary