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ACADEMIC POLICIES COMMITTEE
September 10, 2018
Minutes

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

Call to Order
The meeting was called to order at 3:00 p.m.
Approval of the agenda/August 27, 2018 minutes
The agenda was approved without objection.
The August 27, 2018 minutes were amended under "Liberal Arts Council Report":
> Revise (Olivo): "The Council will continue with the assessment pilot" to read "The Council discussed a timeline for continuation of the assessment pilot".

The amended minutes were approved unanimously.
Chair Report/Announcements
* Olivo (LAC) and Williams (GC) have classes that back up to the APC meeting this semester so their reports will be moved to the latter part of the agenda.
* Toewe will provide background information (email correspondence) on the "Attendance Policy" New Business agenda item when it is addressed.
Reports from Councils
Graduate Council (Williams): No report.
Liberal Arts Council (Olivo)
The Council discussed expansion of the ad hoc curriculum committee and is looking at possible changes to the core.
Professional Education Council
The Council Chair (Rose) is unable to attend APC this semester due to scheduling conflicts. The Council will appoint an alternate at their next meeting.
Undergraduate Council (Garrett)
The Council will meet tomorrow.
Student Senate (Murry)
Student Senate President Hernandez has corresponded with President Feinstein to request additional student representation (a student from each level) on the Provost Search Committee.
Special Reports
Special Orders
Unfinished Business
Academic Appeal Procedure Amendments – Updates
Amendments will be forwarded to the Academic Compliance Committee for their next meeting. Toewe voiced concerns about the policy meeting the needs of graduate students. After the Academic Compliance Committee has reviewed the document, APC will revisit additional recommendations.
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 outlined draft language recommendations, RE: liberal arts core requirements.
* Students must consult with their individual major departments for specific requirements related to the liberal arts core.
* Students are responsible for verifying the liberal arts core requirements for their individual major.
* Individual majors may have specific liberal arts core requirements different from those listed above. Students are responsible for meeting the liberal arts core requirements of their major.
* Students are required to fulfill the liberal arts core requirements of their major.

- Students must fulfill the liberal arts core requirements of their major, which may differ from the university's liberal arts core requirements.

DISCUSSION: Toewe asked Olivo for recommendations on catalog placement and reminded the Committee that a motion will also need to be made to remove the *current 9-credit language* if that is the intent.

> *Current 9-Credit Language-Special Notes Section of Liberal Arts Core (Catalog)*:
> "Up to nine semester credit hours of the courses listed that can be used to satisfy the requirements of a student's first major that also carry the prefix of that major may also be used to satisfy the requirements of the Liberal Arts Core."

The Committee agreed to combine bullet #5 and #1 to read:

> Students must fulfill the liberal arts core requirements of their major, which may differ from the university's liberal arts core requirements. Students must consult with their individual major departments for specific requirements.

Discussion will continue on final language confirmation and placement at the September 24th meeting. The Committee will also discuss motion language for removal of the 9-credit language in the Special Notes Section (see above).

Incomplete Policy (Garrett)

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

Garrett presented recommendations for clarification of the Incomplete Policy.

> At the discretion of the instructor, a temporary grade of Incomplete "I" may be given if you demonstrate that you could not complete the requirements of the course due to extenuating circumstances beyond your control that were not reasonably foreseeable. Examples of these kind of circumstances are medical conditions or death/illness in the family. Factors not acceptable for consideration of an incomplete grade include but are not limited to, such things as poor academic performance in class, time management related situations, or lack of adherence to/awareness of University policies or deadlines.

DISCUSSION:
- Use bullets in first paragraph to outline factors
- Use "the student" versus "you"
- Use "course" versus "class"
- Use title "Grade Change Process for Incomplete Grades" to outline procedures
- Remove reference to "forms" as procedure requires electronic submission using On-Base.

Garrett will update the draft document for Committee review at the September 24th meeting.

Student Drop Policy for Online Courses (Murry)

http://unco.smartcatalogiq.com/en/current/Undergraduate-Catalog/Undergraduate-Information-and-Policies/Student-Policies-and-Procedures/Attendance

Murry outlined draft language recommendation:

> **Online Course Policy:** Attendance during the first week of an online class that a student is registered for is required. The instructor has the option to drop you from class if you do not login and/or participate as required in the first module/unit/introduction for an online course. This is to allow other students to enroll. You will be issued a drop by the instructor from the course. *As with face-to-face courses, not all instructors will exercise this option; therefore, you should not assume that non-attendance will automatically drop you from class.*

DISCUSSION: The Committee discussed timelines and alignment of language with the face-to-face attendance policy. Rewrite to read:

> **Online Course Policy Revised:** As with a face-to-face course, attendance during the first week of an online course is required. The instructor has the option to drop you from the course if you do not login and/or participate as required in the first module/unit/introduction for an online course. This is to allow other students to enroll. You will be issued a drop by the instructor from the course. *As with face-to-face courses, not all instructors will exercise this option; therefore, you should not assume that non-attendance will automatically drop you from the course.*

MOTION: Accept catalog language as amended and forward to Faculty Senate for the September 24, 2018 meeting: Sullivan.
SECOND: Weis.
VOTE: The motion passed unanimously.

New Business

Attendance Policy: Topic not covered due to time constraints

http://unco.smartcatalogiq.com/en/current/Undergraduate-Catalog/Undergraduate-Information-and-Policies/Student-Policies-and-Procedures/Attendance

Comments to the Good of the Order
Adjournment
The meeting adjourned at 3:48 p.m.

Anne Toewe   Lori Riley
Chair   Recording Secretary