

February 5, 2009

The Educational Affairs Committee met on January 5, 2009 in room 145 of the Tate Student Center. Gayle Andrews called the meeting to order and introduced Susan Quinlan as the current chair. Minutes from the November 3 meeting were approved.

Since the last University Council meeting, the Petitions Subcommittee has met twice and reviewed 32 appeals - approving 18 and denying 14 of them.

Action item: *Academic Advising Policy – Academic Affairs Policy 4.01-4*

1. Ann Crowther presented the Academic Advising Coordinating Council's revision to the Academic Advising Policy of the University. The revision was approved unanimously and was forwarded to the Executive Committee of the University Council.

Discussion items:

1. *ER and NR Grades:* A proposal regarding the use and possible elimination of either the ER or NR grade was tabled. This matter will be discussed at a future meeting when additional data is available.

2. *Student Absences Due to Jury Duty:* The University does not have a policy or guidelines for handling a student's absence due to jury duty. The members agreed that instructors should give reasonable accommodations for making up work missed by the student who is required to serve on a jury. Ann Crowther agreed to bring a proposal for revising the current policy on class attendance, *Academic Affairs Policy 4.06*, to the next meeting.

3. *Late Add Procedures - Course Changes – Academic Affairs Policy 4.02-1:* The Registrar's Office proposal to require approval of the Educational Affairs Committee when a student seeks to late-add a course after grade rolls for the current term have closed was discussed. Rebecca Macon explained that each term they see some number of students who allow their course schedules to be dropped and then selectively add back the course or courses in which they are doing well. Ms. Macon was asked to provide the committee with more data so that this matter could be discussed at the next meeting.

4. *Final Instructional Day Policy – Academic Affairs Policy 4.07-2:* The University prohibits the administration of tests or quizzes on the final instructional day of a course. The members discussed whether labs not assigned a final exam time, should be excluded from this policy. After discussing this matter, Debbie Bell agreed to draft a

proposed change in the Final Instructional Day section of *Academic Affairs Policy 4.07-2*, the members will seek feedback from faculty, students and Teaching Assistants, and they will continue the discussion at the next meeting.

Information Item: *Withdrawal policy*

1. Dr. Alan Campbell from the Office of the Vice-President of Student Affairs expressed his concern that the new Withdrawal Policy is causing his office. The members assured him that the policy does not change his authority to work with students experiencing hardships. The problem seems to be one of a technical issue with the Registrar's system for counting WP grades. Because the new policy has only been in effect one term, the committee asked that no changes be made for at least one year.

Respectfully submitted,

Susan C. Quinlan