

University Academic Affairs Committee

February 8, 2017, 3 pm
111 Hurley Convergence Center

Committee: Karen Anewalt (secretary), Beverly Epps, Davis Oldham, Woody Richardson
Keith Mellinger (chair) was absent

Ex officio: Rita Dunston, John Morello, Wes Hillyard, Melissa Yakabouski,

Student representatives: Hayley French (Student representative to the Executive Cabinet), Madison Caron (Chair for Academic Affairs for the Student Senate)

Guests: Richard Finkelstein, Deb O'Dell

1. Old Business

- a. Policy on Incomplete grades from non-continuing faculty

The committee reviewed drafted language prepared by Rita, Karen and Charlie and agreed that the most recent version (emailed by Rita) seems to cover everything.

Keith will submit a motion to UFC to change the incomplete grade policy in the catalog. Full text for the updated policy is attached at the end of the minutes.

- b. 3 + 3 Law School Degree Agreement with George Mason University

John brought an update on the agreement. GMU has signed and the final copy is now on its way to UMW.

Dean Finklestein noted that he has been working on this agreement for the past year or so with the Admissions Office and Dean at GMU. A draft of the agreement was reviewed by the Academic Affairs committee last year, however, the agreement had not been finalized at that time so the committee didn't act on it.

The committee discussed the agreement noting that the only exception to current academic policy required by the agreement is a waiver to the residency requirement. Students would be taking more than 15 of their final 21 credits outside of UMW and transferring them back to complete their undergraduate UMW degree.

The committee voted to approve the exception to the residency requirement and the agreement.

John will send copy to SACS and the agreement will go into effect Fall 2017.

Rita noted that in the six year sample coursework in the proposal, 2 PSCI courses are listed as satisfying the Human Experience & Society general education requirement, but this

wouldn't be possible as the requirement states that the two courses must come from different disciplines. The schedule can be easily modified to satisfy the requirement.

2. New Business

a. Cambridge exam scores

The committee discussed how to award credit for the Thinking Skills course. Melissa reported that there are very few counties in VA that offer this course; Prince William County may be the only high school offering Cambridge courses.

John noted that the course is scored as A, B, C, D, or F and that sometimes institutions choose to award different credit amounts or courses for the various grade levels (especially A level verses B level).

The committee voted to award 3 general elective credits for both the A and AS level courses for a grade of A, B, or C.

The committee then discussed whether to award credit for the General Paper Cambridge course.

At present, most schools haven't posted their Cambridge course credit awards since the legislation is new. There aren't a lot of models that we can reference. ODU awards 6 credits for the A level and 3 credits for the AS level.

Because the course content isn't very well defined in the course description, and the exam consists of writing 2 500-word essays, the committee feels that there isn't enough rigor to award credit.

John reported on typical reasons that schools list for not awarding credit.

The committee voted not to award credit and to use the following rationale for not awarding credit:

The course content was reviewed by a committee of faculty. The committee was not persuaded that the General Paper content was substantial enough to be comparable with other AP/Cambridge courses that are receiving credits.

b. Changing handbook language to reflect the new Enrollment Management position as a Vice President

The committee discussed this simple motion to the UFC to update the language to reflect the change in title. The committee discussed adding the additional ex-officio members of the committee to the handbook language and voted in favor of that.

Keith will submit a motion to UFC to make the update to the handbook. The updated language appears at the end of the minutes.

c. 3 + 4 Pharmaceutical Degree Agreement with Shenandoah University

The committee reviewed the new 3 + 4 program agreement with the Bernard J. Dunn School of Pharmacy at Shenandoah University.

The committee discussed the proposal. The only waiver that the committee needs to make is to waive the residency requirement. The policy allows the option of counting 8 credits of the graduate work to complete electives in the UMW Biology major, which has already been approved by the Biological Sciences faculty.

Dean Finkelstein noted that pharmaceutical graduate programs provide a nice educational path for students leading to a lucrative career path. He thanked Deb for doing an excellent job in putting together the agreement.

Deb spoke about the agreement noting that the program has a service requirement as part of the degree, making it a nice extension of the UMW degree. Students in the program can become research or practicing pharmacists.

The committee discussed possible challenges for accelerated degree programs like this in which students use transfer graduate coursework toward the completion of an undergraduate degree. Specifics about what would happen if students decided during the first graduate semester that they didn't want to complete the program. In this case, they would return to UMW in the spring for their final semester. The graduate coursework completed would transfer under usual policies.

Additional challenges related to communication with these students about commencement and UMW-related items during their first graduate year were discussed. Dean Finkelstein will meet with the Allied Health Advisor and potentially Deb O'Dell to brainstorm about communication issues.

John will send the agreement to SACS and it will go into effect Fall 2017.

d. Evaluation memo from Debra

The University Faculty Affairs Committee asked for a report on student course evaluations from the office of Institutional Effectiveness and Assessment. The committee reviewed the report. Currently there is no charge to the committee.

3. Adjourn 3:48 pm

Incomplete Grade Policy for the Catalog

Incomplete Grades

Incomplete grades are issued on a case-by-case basis when students cannot complete the assigned work or final examination for a particular course due to unforeseen circumstances, e.g., illness, natural disaster, or family catastrophe. Supporting documentation may be required. A grade of I is issued in lieu of an actual grade for the course. To secure permission for an incomplete grade, the student and faculty member must communicate in writing (such as an email), clearly stating the reason for the incomplete, the work to be completed, and the due date. **The faculty member is required to submit a copy of the terms to the Office of the Registrar. In cases where the course is taught by an adjunct or temporary instructor, the department chair's approval will be required before the incomplete grade is recorded. It is the responsibility of the faculty member to consult with his/her chair before awarding a grade of I.** If appropriate, students must drop any subsequent course for which the incomplete course is a prerequisite. Students must complete the course work by the specified contract date which will be no later than the ~~end of the following semester~~ **last day of classes of the subsequent semester**, whether enrolled in University course work or not. **Should a specified contract date not have been explicitly agreed upon at the time of granting the incomplete, the deadline shall default to the last day of classes at the end of the following semester.** A grade of F will be applied automatically to the course after the completion deadline has passed if the student fails to complete the work or the faculty member submits no other grade.

Students who are in military service (active duty, reserves, or National Guard) may request an incomplete grade for military deployment, mobilizations, or duty changes occurring in the final three (3) weeks of the course. A copy of the military orders must be provided to the Office of Academic Services as documentation. The deadline for removing an incomplete given on the basis of military service is last day of the semester following the one in which the incomplete was given. Every effort will be made to work with the student and the faculty member to facilitate completion of the incomplete. Should military service commitments prevent the student from fulfilling the requirements for removal of the incomplete, a grade of W will replace the incomplete.

As soon as the emergency is over, the student should attempt to make up the Incomplete by working directly with the instructor. **If the course instructor is not employed during the semester in which the work is to be completed, then the department chair will oversee the course work and assign the final grade.** If the work for the course cannot be completed in this way, the Office of Academic Services will, by appointment, administer examinations and/or receive student papers so that the work can be completed as expeditiously as possible. Within two weeks after receiving the work or by the last day of classes for the semester, the instructor **(or chair if the instructor is unavailable)** must ~~file a Removal of Incomplete form with the Office of the Registrar~~ **submit a grade change request** and assign a permanent grade for the student's performance in the course. If these conditions are not met, the grade will be changed to an F.

Changing Language in the Handbook

2.6.1 University Academic Affairs Committee The committee consists of five faculty members: one representative from each college and two appointed from the faculty at-large. The committee also includes the

following nonvoting *ex officio* members or their designees: the Provost, ~~and the Associate Provost~~ **Vice President for Enrollment Management, the Registrar, and the Associate Provost for Academic Engagement and Student Success**. In addition, two students appointed by the President serve as nonvoting members.

The committee's duties are to:

- .1 Evaluate academic policies, procedures, and standards on an ongoing basis, formulating recommendations as necessary to maintain policy consistency among colleges, fair and equitable treatment of all students, and the overall academic integrity of the University;
- .2 Study and recommend actions concerning all matters of academic policy including, but not limited to, the policies governing academic standards, grading, course registration, transfer credit, course evaluations, the length and scheduling of classes, the academic calendar, and international academic affairs;
- .3 Recommend changes in the academic policies to the University Faculty Council;
- .4 Evaluate and recommend actions concerning all university academic services including, but not limited to, academic advising and retention programs, readmissions, internships, disabilities resources, and international student services;
- .5 Review admissions practices of the University; and
- .6 Perform other duties consistent with its charge as assigned by the University Faculty Council.