

**University Academic Affairs Committee Minutes**  
**April 7, 2014**

**Present: Diane Baker, Kevin Caffrey, Nicole Crowder, Janine Davis, Kelly Graham, Jane Huffman, Jonathan Levin, John Morello, Xiaofeng Zhao**

1. **Welcome**
2. **Approval of Minutes**

**The minutes were approved.**

3. **New Business**

**A. Jury Duty**

**Proposed addition to the undergraduate and graduate catalog:**

UMW students may be summoned to serve as trial jurors. Jury duty is a legal obligation and those who fail to respond to a summons are subject to criminal prosecution. The University supports jury service as an important civic duty and community responsibility. Students who will need to miss class in order to fulfill their jury service obligation should promptly notify all instructors, provide a copy of the summons as documentation of the absence (if requested by the instructor), and make arrangements to complete any missed work. Absences from class because of jury duty service will not be penalized. Students should contact the office of Academic and Career Services if they have any questions or if they need assistance in making arrangements for missed class time due to jury duty service.

**Note:**

- In the undergraduate catalog, the statement will appear following the section on Class Attendance (page 49 in the 2013-14 catalog.)
- In the graduate catalog, the statement will appear following the section on Attendance (page 23 in the 2013-14 catalog.)

**B. Election of Chair for 2014-15**

**Jane Huffman will continue to serve as chair. Janine Davis will serve as secretary.**