

# University Academic Affairs Committee Agenda

October 12, 2016, 1 pm  
111 Hurley Convergence Center

**Present:**

**Committee:** Keith Mellinger (chair), Karen Anewalt (secretary), Davis Oldham, Woody Richardson

**Ex officio:** Kimberly Buster-Williams, Rita Dunston, Tim O'Donnell, John Morello, Wes Hillyard

**Guest:** Charlie Sharpless

1. New Business

a. Change in BSN admission policy (Pam McCullough)

The proposed revised admissions policy creates a GPA requirement for admission to the BSN program in an attempt to bring UMW's criteria in line with other state support post-licensure nursing programs; allows out-of- state nurses to apply to the UMW program; and encourages new nurses to seek a higher level of education prior to entering the workforce.

Kimberly reported that the BSN program receives approximately 100 applicants per year.

The committee reviewed the proposed admission policy and found the word "unconditionally" to be problematic and in contradiction to UMW's standard admissions policies in which all offers of admission are conditional based on some factors (continued success in the current semester, etc.).

While on the surface, the new minimum GPA appears to bring UMW's policy in line with other state schools, it was noted that the GPA requirement for some other VA state schools is a minimum grade required in every course, not an average GPA across all courses in the program. The requirements at some schools, including GMU, are even more restrictive specifying that applicants must achieve a C or better (not a C-) in each nursing course and a C or better (not a C-) in every gen ed course.

Keith will follow up with Pam McCullough, Director of the BSN Completion Program, to explain the committee's concerns regarding the language in the proposed policy and to request that the language in the proposed policy be shown in alignment with the language printed in the catalog as the current BSN admissions criteria.

It was noted that this update if adopted does not need to be included in the University Policy Manual and instead should be included in the catalog and/or on the Admissions website. The current BSN admissions criteria appear in the catalog.

**Addendum:** After some follow-up with Pam McCullough who responded in a very timely manner, the committee was able to see new language for the policy which was unanimously approved electronically on 10/20/16. The new language appears below:

Approved New Language:

*ADMISSION TO BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM*

*The Bachelor of Science in Nursing (BSN) Completion Program a post-licensure degree program and is administered by the College of Arts and Sciences.*

*To be considered for admission, applicants must submit a completed Application for Undergraduate Degree Completion Program and:*

- 1. A copy of a current, unencumbered RN license to practice as a registered nurse in the United States.*
- 2. An official transcript from each college or university attended, including an official transcript awarding an associate degree or diploma from a state-approved nursing program.*
- 3. Applicants must have attained a minimum cumulative grade point average of 2.5 on a 4.0 scale on all college work attempted.*
- 4. Be eligible for readmission to or be in good standing at the last college attended.*

b. Revised policy on Incomplete grades (Charlie Sharpless)

The current version of the incomplete policy is silent on the matter of how resolution of incomplete grades is to be accomplished in instances where the instructor is temporary or adjunct and may not be on contract or available in the subsequent semester when the course work is to be completed. This proposal recommends a change so that the policy specifically states that in such instances the department chair needs to be involved in the decision to allow an incomplete grade. Furthermore, this proposal recommends that in cases where a specified contract date for completion of the course work is not made explicit at the time that permission is granted to award a grade of incomplete, the default deadline for completion of course work will be set to the end of classes in the subsequent semester.

The committee discussed the need for the policy so that students know the appropriate communication channels to pursue in cases where the course instructor is not available during the semester when the incomplete work is to be completed.

The policy language should be modified to also cover full-time, non-continuing faculty in addition to adjuncts and temporary instructors.

The committee discussed how department chairs would be made aware that students in such courses received an incomplete. The committee will draft additional language for the policy to specify that 'I' grades be made in consultation with the department chair in cases where the course is taught by temporary/adjunct/non-continuing faculty. The language should specify that it is the responsibility of the faculty member to consult with the chair before awarding a grade of 'I'.

If adopted, the Registrar's Office could run a report immediately after final grades are submitted and send the report to chairs to help ensure that they are aware of any I grades assigned by temporary/adjunct/non-continuing faculty.

Karen will draft revised language to address the concerns and circulate it to the committee for review.

c. Proposal to establish a Policy about Recording Classes (John Morello)

A faculty member approached the Provost's Office requesting that the University establish a policy about student recording of classes.

Several schools have a university-wide policy about students' ability to record classes. Policies at such schools talk about issues of copyright and fairness. Much emphasis is on the fact that faculty and students should know they're being recorded.

The committee reviewed the proposed policy, which was previously reviewed and approved by the Provost's Academic Affairs Council.

The committee discussed pros and cons of adopting a university-wide policy.

The lack of university-wide policy does not preclude individual faculty from creating recording policies for individual courses. Such policies should be included on the course syllabus.

Students with accommodations from the Office of Disability Resources to record classes would not be precluded from receiving their accommodations in the event that a faculty member had a course policy to prohibit recording.

John Morello will send email from the provost's office to all faculty to raise awareness about the issue. The email will include sample language that could be included on syllabi of faculty wishing to prevent recording. John will report the committee's recommendations back to the sponsor of the proposal.

2. Adjourn 1:50pm