University Academic Affairs Committee
Draft Minutes

January 14th, 2019
3 pm, HCC 307

Committee: Davis Oldham (chair), Karen Anewalt, Rachel Graefe-Anderson, Gonzalo Campos Dintrans, Jane Huffman

Ex officio: Rita Dunston, Tim O'Donnell, John Morello

Student representatives: Alexander Lee

Guests: Rosemary Arneson

1. Approval of previous minutes
   a. The November minutes were approved electronically.

2. Old business
   a. Does the attendance policy in the Undergraduate Academic Policy need revision?

   The committee reviewed the draft of the new policy and input from the Office of Disability Resources (ODR).

   The committee's goal is to include this in the 2019-2020 catalog. We will vote on the policy at the next meeting.

   The committee felt that the substance of the draft policy was good.

   ODR recommended clarity related to ODR approved accommodations being mandated rather than suggested. The committee determined that the policy would be most clear if it specifically pointed to the ODR policy rather than repeating the content of that policy.

At the suggestion of ODR, the committee discussed whether there needed to be a stated maximum number of allowable absences across all courses for the college. The committee felt that individual faculty should have the freedom to establish that on a course-by-course basis. Similarly, the committee felt that including a list of alternative participation methods would be too prescriptive in the policy. Faculty can seek inspiration for such alternatives from colleagues, the University Teaching Center and ODR.

The committee felt that the remaining suggestions were already covered in the policy.

The committee made modifications to the language in the draft for clarity.

Karen/Davis will circulate the updated draft via email.

b. Change in requirements to walk at graduation (motion from UFC)
     i. Who will make the decision?
     ii. Where does this need to be written?

The committee revisited the alternatives considered regarding commencement participation. We could allow students to self-select a year for participation but run the risk of running out of space and not being able to accommodate everyone. We explored keeping a list of eligible students and allowing all students on the list to participate but there are too many issues policing the list and there would still be requests for exceptions.

The committee discussed amending the current policy of allowing students to participate by saying that student can participate if they are a single course, up to 4 credits, shy of meeting the graduation requirements and

adding to the policy by saying there are no exceptions/appeals or saying that the decision of the Registrar is final. In Rita's research, most schools with a 1 course shy rule don't allow an appeals process.   However, saying that there are no appeals won't prevent students/parents from going to the Provost/President's offices.

The committee discussed what an appeals process might look like. Two suggestions for appeals committee population were considered:

Option 1 is a small group similar to the committee that hears retroactive withdrawal appeals. The group would consist of the Dean of Students, the Chair of UAA Committee, the Registrar, and the Dean of the appropriate College.

Option 2 would include more faculty representation and include the Chair of UFC, the Chair of UAA Committee, the Registrar, the Dean of the appropriate College, and one representative from Faculty Council for the appropriate College.

The committee determined that the smaller group would provide sufficient guidance and be easier to assemble during commencement week, when the largest group of appeals would need to be heard.

Davis is going to talk to the Provost about this option and whether this process would be sufficient to address current concerns.

The committee discussed the potential need for a more holistic commencement-focused committee to study issues related to commencement. Rather than individual groups studying the policies piecemeal, a single group could give more coherent guidance to things like commencement participation regulations, the attire/stole policies, and more.   The group could also better coordinate communications about commencement policies beyond parking and meal ticket purchases.

c. UMW policy on open textbooks

Rosemary brought us a document that the OpenUMW group created in in response to the Commonwealth's request for a policy on Open Education Resources (OER) and Low-Cost Commercially Published Materials (LCCPM), The Provost's office at the direction of the Attorney General has recommend that UMW create a statement on OER/LCCPM rather than an official policy. The statement will be included in the Provost's report to the BOV and allow the BOV to endorse the policy. OpenUMW has been providing the BOV with updates on their work on this policy for quite some time.

The key statement in the proposed statement is: "Faculty should seek out, and if available, give serious consideration to adopting OER or Low-Cost Commercially Published Materials for texts and other course materials in their courses." Faculty are encourage to consider such materials but not required to adopt them. The UMW Library & DTLT will be campus resources to help identify low-cost materials and help faculty to integrate them into courses.

Rita reported that the Registrar's office is engaged in integrating OER designations into Banner course listings in the course schedule. OpenUMW has recommended only labeling courses using OER resources and not labeling LCCPM courses as there is some debate about what price-point might qualify as "low cost."

The committee recommended that the Registrar/Bookstore also consider how to designate courses that will use an OER but also require materials with an associated cost. OpenUMW recommends only marking sections that exclusively use OERs to avoid confusion for the students.

The committee asked whether courses that exclusively use ebooks that are available within the library's collection at no cost to students would be marked as OER courses since they do not carry a cost. Rosemary recommended that they wouldn't because the resources aren't "Open."   There is no cost to the students but the library does still pay for access to these subscriptions/collections.

The committee recommended considering the workflow for designating courses as OER. Will this information be entered by individual faculty members when sending textbook adoptions, by department chairs when submitting the course schedule, or some other mechanism?

The Registrar is working now to try to capture data for the fall schedule, since course requests have already been submitted but textbook information was not included.

In the future, the Bookstore is planning to add a cost comparison feature as well. Their goal is to link an actual image of the textbook to the Banner course listing.

The committee will review the statement provided by OpenUMW and vote to approve or make suggestions to OpenUMW via email.   The goal is to bring the statement to the February BOV meeting so the vote will occur this week via email.

The vote has now occurred electronically and the committee approved the statement from OpenUMW with minor modification.

3. New business to research for next meeting

Three additional new business items were tabled until the February meeting to allow time for additional research and data collection.

a. Permission for class council to wear stoles indicating their services at commencement

    It is not clear whether we have the authority to act on this. Davis is seeking additional guidance. Commencement falls under the authority of the Provost, so UAAC may be the appropriate place to make this decision.

b. Canceling of classes on election day. This has been discussed previously but further discussion has been requested.   The discussion will occur at the February meeting.

c. Request to create a 75-minute MWF timeslot for courses. At the February meeting, the committee will be revisiting this discussion from last year by request.

Adjourn 4:48pm