Members Present: Keith Goyne (Chair), Robin Panneton, Susan Sumner, Keith Thompson
Members Absent: Kimberly Smith
Guests Present: Rick Sparks
Recorder: Arlice Banks, Executive Administrative Assistant, College of Natural Resources and Environment

Keith Goyne, Chair, called the meeting to order at 1:02 PM.

New Business:

I. Desired Committee Outcomes
   a. Develop a policy on Academic Relief (AR)
   b. Terminate practice of eliminating course from student transcripts
   c. Establish a common AR declaration form and process to be followed on campus

II. AR Challenges
   a. Which campus entities should be permitted to initiate AR requests?
   b. How to define criteria for AR? Identify issues to be solved and allow this info to dictate course of action.
   b. Lack of consistent process used by campus authorities for recommending AR
   c. Students taking advantage of AR in inequitable ways

III. Creating an AR Policy
   a. Create broad AR policy applying relief to all courses during a semester; not negotiable except under unusual circumstances
   b. Establish a grade designator to indicate the granting of AR on student transcripts
   c. AR should not be restricted to one-time use only.
   d. Re-evaluate the number Ws that students can use and time during the semester when a W can be used (involves evaluation of a separate policy)

IV. Timeline of Completion
   a. Anticipating questions and addressing ancillary issues that may be raised during the approval process would use time efficiently while drafting an AR policy.
   b. The AR policy should contain feedback from constituencies. Time to obtain and incorporate this feedback should be considered when trying to produce a product by the end of the semester.
   c. Avoid drafting revisions to other policies impacting AR until after a review of the specific ways students use AR is completed.
V. **Action Items**
   a. Discussed obtaining data showing many students have W’s left after completing 60 credit hours, when students typically withdraw from a semester, and if a student had used a W at any point, would it have prevented them from being suspended

VI. **Student Committee Member**
   a. Invite both undergraduate nominees for inclusion
   b. Committee sees no need for graduate student member since the AR policy to be developed will not pertain to graduate students

*Meeting adjourned at 2:04 pm.*