

ACADEMIC POLICIES COMMITTEE

February 5, 2021

Zoom Meeting from 1-2 p.m.

Members Present: Keith Goyne (Chair), Cassandra Garcia, Robin Panneton, Susan Sumner, Kimberly Smith, Keith Thompson

Recorder: Arlice Banks, Executive Administrative Assistant, College of Natural Resources and Environment

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

- I. The February 5 agenda was approved without modification.
- II. The committee will vote on the January 22 minutes at the February 19 meeting.
- III. Old Business
 - A. Mid-term grades—Update from Kim Smith or Lauren Thomas on literature informing mid-term grade reporting as a best practice.
 1. Kimberly Smith will follow up on this action item.
 - B. Readmission Policy Discussion.
 1. No additional changes were made to the Readmission Policy. Keith Goyne will accept all edits and forward the Readmission Policy to Rick Sparks.
 - C. Review Edits to Draft Academic Policy: Section 3.0—Procedures
 1. Procedure for requests filed before the one year has elapsed.
 - a) The student initiates the Compassionate Relief (CR) request in consultation with their academic advisor or the director of advising for their college. This edit is a change from the previous draft where the student first contacts their college's academic dean.
 - b) The student and whomever they meet with at the start of the process will decide which support office (Cook Counseling Center, Schiffert Health Center, Dean of Students, Services for Students with Disabilities, and Women's Center) is appropriate for the evaluation of the CR request.
 - c) The associate dean signs the CR request, noting any academic implications for the student, and forwards the request for further review and recommendations.

- d) Only students currently receiving scholarship monies or financial aid must submit a request to the Office of University Scholarships and Financial Aid (USFA) for review.
 - e) Once the required information and the associate dean's signature are obtained, the student will send the CR request to the appropriate support office.
2. Discussion: Creating a draft form
- a) Does the student hand-deliver the request form, or is it sent electronically?
 - b) The committee is charged with developing a policy, not necessarily how it will be implemented; however, recommendations from the committee, including a draft form, are welcome.
 - c) The workflow process cannot involve transmitting information via email due to the sensitive nature of the contents.
 - d) Developing a form that would be used for all support offices is essential to streamlining the process. There may be a way to ask the same questions to maintain consistency from one support office to another while allowing the student to enter specific information depending on their circumstance.
 - e) A policy developed for a specific software platform may become obsolete as technology advances.
 - f) Are we emphasizing procedures or requirements on the form?
 - g) Create a draft form using the current version of the draft policy, with the understanding that the committee is working on a more efficient way to address several issues. Rick Sparks' support will be needed to galvanize IT personnel to make this task a priority.
 - h) Keith Thompson will create a draft form.
 - i) Keith Goyne will revise the language in the current draft to be more general in the process.
3. Discussion: Section 3.0—Procedures is a requirement within the policy document.
- a) The draft emphasizes the process more than the policy. The Provost's office has reviewed policies in the past to ensure that they were indeed policies, not guidelines.
 - b) The language implying that the procedures adhere to a specific process should be removed.
 - c) Whatever language is adopted should be included in the course catalog to be easily accessible to students.

- d) It would help the campus partners to have a draft form or flowchart to visualize how the committee envisions the process unfolding.
- e) Once a draft policy is shared for review, people will ask how the policy impacts other actions, such as withdrawals, resignations, etc. Do we circulate a draft now with the understanding that this is just a first step, and then we work out the ramifications later?
- f) Rick Sparks may have a broader perspective on where some of those interfaces may occur and help the committee work through those challenges.
- g) During the initial vetting process, all campus units attended a meeting regarding academic relief, and interfaces were discussed and captured in the minutes. The units were pushing for what our committee is currently suggesting. Every unit agreed that consistency across units was needed and that granting AR to students for one course must stop.

IV. Adjourn

The meeting was adjourned at 1:50 p.m.