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## CWU Academic Affairs Committee Minutes - 03/ 10/16

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**Academic Affairs Committee  
Minutes  
March 10, 2016**

Present: Rodney Bransdorfer, Penling Wang, Janet Finke, Dan Lipori, Jason Underhill, Thomas Tenerelli, Danielle Neal

Absent: Clem Ehoff, David Martin, George Drake, Lindsey Brown, Janet Shields!!!

Guests(s): Dawn Varnum (for Lindsey Brown)

Dan called meeting to order at 3:38 pm

Approval of Minutes – Jason moved to approve and Danielle seconded. Minutes were approved as presented

Chair Updates- Dan mentioned the two proposals that went to Faculty Senate last week; the Scholastic Standards Policy passed as did the Organizational Structure Proposal with some small edits (changes that were made by EC!!) – the rent-a-provost didn't seem too keen on this proposal; he did not know it was a charge from the president. Also we have a new charge, looking at the international baccalaureate transfer credit policy

New Business

15-16.05 International Baccalaureate Transfer Credit

- proposals for policy/procedure changes come from registrar's office (attachment)
- agreed to their changes with some additions/changes to text (see attached documents)
- motion to approve as amended passed

Old Business

a. 15-16.02 Grade Change policy/procedure

Discussed Incomplete policy a little more. Voted and passed revised incomplete policy:

5-90-040 (25) Incompletes

(Strike out copy)

(A) The "T" grade is used when a significant event has occurred (family death, etc.) and the student was not able to complete the course by the end of the term, but has completed more than half of the course, is in good academic standing in the course (not failing), satisfactorily completed a sufficient portion of it and can be expected to finish without having to re-enroll in it. The instructor will designate in writing what a student must do to complete the course and set a specific date up to one calendar year for the completion of the coursework.

If the work is not completed within one (1) calendar year from the last day of the quarter in which the “I” was received, the registrar will automatically convert the “I” to an “F.” It is the student’s responsibility to contact the professor and make arrangements to complete the course.

(Clean Copy)

(A) The “I” grade is used when a significant event has occurred (family death, etc.) and the student was not able to complete the course by the end of the term, but has completed more than half of the course, is in good academic standing in the course (not failing), and can be expected to finish without having to re-enroll in it. The instructor will designate in writing what a student must do to complete the course and set a specific date up to one calendar year for the completion of the coursework.

If the work is not completed within one (1) calendar year from the last day of the quarter in which the “I” was received, the registrar will automatically convert the “I” to an “F.” It is the student’s responsibility to contact the professor and make arrangements to complete the course.

-committee then discussed statute of limitations policy, which currently reads:

5-90-040 (19) Statute of Limitations on Grade Changes

Grade changes may be filed until the end of the quarter following the one in which they were recorded. Spring quarter grades may be changed until the end of the fall quarter.

-after much deliberation, the following changes/additions were suggested:

5-90-040 (19) Statute of Limitations on Grade Changes

Grade changes may be filed until the end of the quarter following the one in which they were recorded. Spring quarter grades may be changed until the end of the fall quarter.

All types of grade changes require both instructor and department chair signatures. Any request for a grade change after one quarter also requires the dean’s signature. Any request for a grade change after one year will be sent to the Academic Appeals Committee for approval/denial and must include a detailed description/justification of the grade change. If the grade change is denied by the Academic Appeals Committee, an appeal may then be made to the Provost.

-Dan will send the statute of limitations policy out for approval via email.

-It was also brought up that often times policy changes are made in one place, but not all of places the policy is written down (such as a change made in CWUP, but is not then made in the catalog). There needs to be more consistency in policy written in all places

across campus. Rodney believes Ann Cubile has a task force looking into this, and was wondering why they have not contacted AAC?? Dan will investigate this.

Meeting was adjourned at 5:02pm.