

## Academic Policy Committee

### Minutes

March 11, 2024

**Present:** Mari Clements, Kandas Queen, Larry Baker, Chris Cosner, Brian Perkins, Amanda Chapman, Bob Hutton, Sandra Crites and Alyssa Gibson

**Absent:** Donal Hardin, Dave McEntire, Jeremy Keene

**Guests:** Ann Reed

**Approval of Minutes:** Bob motioned to approve the February 19<sup>th</sup> minutes, Larry seconded. Chris and Brian abstained. Motion passed.

### Old Business

Policy 28A

- HEPC still working on this

Administrative Withdrawal Policy

- Senate will be discussing this policy in their meeting today
- SGA discussed the policy, and wanted clarification as to if the 14 day window was class days or consecutive days. The 14 day policy goes by calendar days
- Larry motioned to leave the revised policy as is and remove this from the committee's agenda, Kandas seconded. Brian abstained. Motion passed

Student Complaint Process

- Mari will work on a draft for the next meeting

Credit Hour Policy

- Credit hour calculations didn't cover online courses
- Lectures and discussions count as direct instruction (more information provided in the WVU example)
- Our policy is based on federal guidelines for credit hours
- Mari suggested adding the list of items from the WVU example to the current policy so that faculty have more guidance
- Chris will talk to his department about list of items and if everything from their department is covered in the list, and will then work with Kandas on editing the policy for the next meeting

Leave of Absence Policy

- Both the Emergency Leave of Absence and Military Leave of Absence policies are brand new
- We have increasing issues every semester of students who want to leave campus early at the end of the semester, and students who arrive late at the beginning of the semester
- Ann took policies from other institutions and created a draft policy for the committee to review

- Ann will work on an approval form for students to complete
  - It will be a Registrar form, but approved by Provost
  - Academic Affairs will notify student and add them to the institutional absence list(s) for dates they will miss
- Approved leaves of absence would not affect financial aid because students still have to complete their missing work
- This policy would lead to a grade of incomplete if student can't make up the work on time

Adjournment: Amanda adjourned the meeting at 12:55 p.m.

*Ashley Nicholas*

*March 12, 2024*