

Academic Policy Committee

Minutes

February 20, 2025

Present: Kandas Queen, Jeff Bryson, Larry Baker, Lloyd Bone, Dave McEntire, Brian Perkins, Amanda Chapman, Brooke Fincham, Bob Hutton, Sandra Crites, Devan Gauldin

Absent: Mari Clements

Guests: Ann Reed

Approval of Minutes:

- Bob motioned to approve the February 6, 2025 minutes, Kandas seconded. Motion passed.

Old Business

No Show Policy

- Mari and Ann met to discuss changes to this policy and the Waitlist Policy
- If students are true “no shows” they will be dropped from the class(es) so that potential waitlisted students can be registered by week 2
- Online students would need to have an earlier due date than Friday for their attendance assignment
- The committee discussed reaching out to the Online Committee to see if the orientation quiz that is already in Brightspace can be used for attendance tracking for the faculty who want to use it
- Jeff motioned to approve, Larry seconded. Devan abstained. Motion passed

Waitlist Policy

- Students will be eligible to register for courses by the first day of the second week of classes
- Language was added to tie this to the No Show Policy
- There was a small grammatical error
- Larry motioned to approve, with the amendment. Jeff seconded. Motion passed

Commencement Policy

- Ann has drafted language for this policy, which will be discussed at the next meeting
- Jeff proposed changing “May/December graduation” to “end of fall and spring semesters” since the length of the semester may be changing and this would need to be updated again

Online Policy/Academic Calendar/Faculty Responsibilities

- Larry made additional changes to these documents, in consultation with Robin and Amanda S.
- Policy 32 is for online courses only. Language was added to refer to the academic calendar information

- Information for due dates was clarified on the academic calendar example
- Additional language was added to the Faculty Handbook section to refer to the academic calendar information
- There was a small change to the Faculty Handbook information
- Bob motioned to approve, with the amendment. Kandas seconded. Motion passed.

New Business

Graduate Course Revalidation Policy

- This came from Graduate Council and is a new policy and form
- Language was also added to the Time Limit for Degree Completion information to refer to the Course Revalidation Policy
- Jeff motioned to approve, Larry seconded. Devan abstained. Motion passed

Adjournment: Amanda adjourned the meeting at 1:01 p.m.

Ashley Nicholas

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