Academic Policies and Procedures Committee  
November 29, 2005

Present:
Tim Chowns  
Skip Clark  
Muriel Cormican  
Rosalind Duplechain  
Lucretia Gibbs  
Jorge Gaytan  
Tim Hynes  
Bobby Johnson  
Scott Lingrell  
Katherine Moffeit  
Elizabeth Morton  
Joseph Sharp  
Blake Lord  
Bonnie Stevens

Agenda Item # 1- Dr. Clark opened the AP & P meeting with a motion to approve minutes for the October 18, 2005 meeting that were circulated previously by email. Dr. Sharp made a motion to approve, Blake Lord seconded the motion and the minutes were approved by everyone.

Dr. Clark reminded the committee that the *Multiple Use of Course Materials* policy will be on the Faculty Senate Agenda for December 9th. Dr. Moffeit will represent AP & P.

> No material prepared to meet requirements in one course may be used to fulfill requirements in another without permission of the instructor.  
> Instructors will identify on course syllabi or other appropriate course materials the acceptability of using material produced for another course requirement.

Agenda Item # 2- Academic Standing- Bonnie Stevens distributed withdrawals and course repeats reports. Stevens noted 3 withdrawals and on, are not a very high number. The data is based on fall 2004 and fall 2005. The numbers are not significant to address redefining our withdrawal policy. Lingrell noted that there are not a large number of students who are repeating courses. The reports do not reflect students who were dropped. The reports also do not reveal a large number of withdrawals as a problem at UWG. Lingrell suggested a possible chance for intervention. Stevens distributed course repeats sheet. Stevens also noted that once we are past three repeated courses the percentage is very small and that there may not be a need for a policy change. Lingrell again noted that there may be a need to intervene and not a policy change. Hynes suggested using Banner as a way to identify students as they register for possible intervention. Clark noticed that this may be a challenge for advisors. There was general discussion that some students think that the first grade will disappear. Stevens explained that the original grade will be listed but not counted toward the GPA; the last grade will be relevant to the GPA. Hynes stated the percentages for repeated courses and withdrawals are not a large percentage. Lingrell cautioned the committee not to create a
hurdle which in turn will create a larger problem such as a lower retention rate. Lingrell stated that he is not in favor of a no repeat policy. Lingrell also stated that students who are repeating courses are remaining enrolled in UWG, thus helping with the retention rate. The reports basically suggested that over a six year period, 2688 students repeated a course 3 times or more. A possible situation for a student repeating is if they graduated with a 2.3; however, to enroll in Graduate school they must have a 2.5. These students will need to acquire classes to raise their GPA. Hynes suggested intervention was possible from the EXCEL Center. Clark also suggested that we have many students who are working 40 or more hours. Morton noted that 22% of the students are included in the lower course numbers. Lingrell noted that by the time official information is received at the end of the semester, intervention may be too late. Clark suggested some type of warning system be put in place such as the way student athletes are monitored. Morton asked if this was an issue for AP &P. Hynes replied that most of the issues are under our scope and some are not. A policy similar to academic probation in which students would be required to attend the EXCEL center was suggested. Lingrell noted that 1/3 of UWG’s students live on campus, 1/3 commute, and 1/3 live off campus. Clark asked Stevens if she was making any recommendations. Stevens replied with a “no” she would prefer to wait until spring data is complete and then present more information. Stevens discussed various majors who require at least a 2.5 for admission into the programs. What do we do with JR’s who cannot be admitted into a program? Clark added that hopefully the committee will have additional information by February. Sharp asked if we can look at other institutions’ policies in repeats and withdrawals. There were general discussions about the requirements for financial aid. Lingrell noted that some students must complete 67% of attempted credits. It may be an advantage to the student’s financial aid to remain in a class, receive an F and then retake the class instead of losing the financial aid all together. Clark suggested that this should be on the February agenda.

Dr. Clark reminded everyone that the next AP & P meeting will be January 10th, 2006 and the agenda item will be the new SAT writing requirement with a guest speaker from the College Board.

The meeting was adjourned at 4:25 pm

Respectfully submitted,

Lucretia Gibbs