

Academic Policies Committee

Minutes

28 February 2018

Minutes approved: 19 April 2018

In Attendance: Agnieszka Chwialkowska, Nancy Penceo, Sally Richter, Robert Morris (NCAA representative), Ashley Smallwood (IAUA chair), Myrna Gantner, Scott Gordon, Justin Barlow (Admissions), Emily Hipchen, Jean Cook, Emily McKendry-Smith

The meeting began at 9:00 AM.

- I. Minutes
 - a. The minutes from the November 27, 2017 meeting will be approved via email or at the next meeting.

- II. Modification to athletic policy
 - a. Dr. Smallwood explained that this issue was brought to the IAUA committee by Dr. Bob Morris, who has asked Faculty Senate to revisit the policy.
 - b. Dr. Bob Morris explained that this policy is not just about athletes, but would apply to anyone representing the university, such as the debate team. He noted that this is a “legal means of missing class.”
 - c. Dr. Morris offered an example of a student who had needed to miss class because of athletics and also because of the flu, resulting in more absences than allowed by the instructor’s policy.
 - d. Dr. Smallwood explained that the IAUA committee has examined athletic absence statements at other universities, including University of West Florida and Delta State.
 - e. The issue was raised that students need to communicate their absence to the instructor in advance, and that this needs to be clear in the language of the policy.
 - i. Adding this to the language was discussed, including the number of clauses in the sentence and breaking the addition into multiple sentences.
 - ii. Jean Cook motioned to approve the modification to the policy with the new language. This was seconded by Emily Hipchen and unanimously moved to adopt by the committee.

- III. Policy on how UWG uses Accuplacer for Admissions
 - a. Mr. Justin Barlow explained the need for UWG to revise its Accuplacer policy:
 - i. Accuplacer is a placement test used by UWG for math and reading, indicating if prospective students are “above ready” or “below ready.”

- ii. There is concern regarding the number of students who do not attempt to come to UWG because they see they need to take a test to be admitted.
 - iii. From a market perspective, UWG costs more than other institutions and this becomes a barrier.
 - iv. Accuplacer is currently being used as admissions criteria and we would like to make it a placement criteria, where there is no longer a floor for the Accuplacer score.
 - v. This relates to the “Momentum Year,” which is part of Complete College Georgia.
 - vi. For the Momentum Year, the goal is to provide support for students in their first year of college so they don’t “wash out” – including policies and how the curriculum is structured.
 - 1. Meta-majors
 - vii. In the past, UWG offered a remedial instruction program consisting of 0099 classes. Success rates in these classes were low. UWG will now be replacing these with co-requisite instruction.
 - 1. Students will enroll in ENGL 1101 and have a co-requisite support course that they take simultaneously. This will constitute an extra hour of instruction.
 - 2. All institutions in Georgia are now required to implement co-requisite instruction. This raises success rates for students in their courses. UWG will pilot this in Fall 2018.
 - 3. These courses will potentially be for all students, not just adult learners. Students will default in and need to be opted out.
 - 4. The issue was raised of what would happen if the number of students who need co-requisite instruction exceeds what we can offer.
 - 5. It was reported that Melissa Tarrant has examined three years of incoming student data, including the test scores, the classes students took, and their outcomes.
 - 6. The co-requisite classes will be designated as ENGL 1101L rather than ENGL 0999.
- b. A question was raised about no longer having a minimum Accuplacer score required for admissions, and how this could potentially set up or not set up students for success.
- i. The state policy for admissions is for the student to have a GED or a tech prep or college prep high school diploma. Each institution can set higher requirements.
 - ii. The issue of maturity in students was raised, and that this is something that cannot be tested for.

- c. The issue was raised that many 1101 and 1102 sections are taught by contract employees. We may be giving the most precarious employees some of the most challenging teaching situations.
- IV. Emily McKendry-Smith explained that revising the military withdrawal policy is something that the APC will be taking up.
- V. The meeting was adjourned at 10:19 AM.

Appendix:

Proposed Revised Policy Undergraduate Academic Policies and Class Absence

Class Absence

Instruction begins the first day of class. In face-to-face courses, if students fail to attend the first day and have not contacted the instructor to explain their absence, they may be dropped during the Drop/Add Period to make room for other students.

In fully online or hybrid courses each instructor has the authority to specify in the syllabus what qualifies as attendance at the first class meeting and during the Drop/Add Period to drop students who fail to meet that requirement. Instructors may require students to attend a face-to-face meeting, to log in to the online course-delivery system by a specified date, or to take other specified steps at the beginning of the session. For those courses that meet for the first time after the end of the Drop/Add Period, see Faculty Handbook Section 204.

Class attendance policies are determined by each instructor for his or her courses and may be found in the syllabus. Since course policies differ, students are responsible for understanding attendance requirements for each course. Failure to comply with those requirements may significantly affect grades.

Students are expected to attend each class meeting. Students absent from class while officially representing the University or observing religious holidays should generally not be penalized in the calculation of final grades, as long as they provide advance notice and expeditiously make arrangements to complete any missed work.

University-sponsored activities include but are not limited to the following: intercollegiate athletic competitions; musical/theatrical/art performances or exhibitions associated with a degree program; debate competitions; and research conferences. Activities not considered to be university-sponsored include participation in clubs, even if they are affiliated with UWG, or events associated with social organizations such as fraternities or sororities.

Regardless of the reason for the absence, each student is responsible for the material covered in class, for completing any assignments, and for making specific arrangements with the instructor

for any work missed. The degree to which missed work can be made up will depend upon the nature of the work and its intended purpose. Make-up is at the discretion of the instructor.

However, instructors should be aware that students missing classes for university-sponsored activities or religious holidays should be given all appropriate courtesies and opportunities to make up missed work. Students are responsible for alerting their professors about any expected absences prior to those absences.