

**Ed Pol Agenda 4/1/2020**  
Zoom Based, 3:00-4:20 PM

**Attendees: Ed Webb (Chair); Frank Gunter (COB); Katrina Zalatan (COB); Ginny McSwain (CAS); Linda Bell (RAS); Allen Taylor (RAS); Ashley Baker (RAS); Susan Szczepanski (CAS); Greg Tonkay (RCEAS); Ed Lotto (CAS); Al Bodzin (COE); Lori McClaind (Student Affairs); Tong Soon Lee (CAS); Zach Vinik (student); Evan Chansky (student); Julia Adamson (student); Kadia Hylton-Fraser (student); Mary Beth Deily (COB); Jennifer Jensen (Provost); Steven Wilson (Registrar).**

1. Approve minutes from 3/18/20. **Approved.**
2. Change drop date. [Szczepanski]
  - Leave the date as is: at the end of the 11th week
  - Adjust the date by one week: at the end of the 12th week
  - Adjust to a later date, perhaps the last day of classes
  - Adjust to coincide with last day to opt into CR/DCR/NC grading.

**Faculty reps spoke in favor. Noted added time necessary to grade assignments in online environment. SOS members also spoke in favor of shift, for similar reasons. Motion and second to make temporary change of one-week delay to April 17 (R&P Sec. 3.8.4).**

**Approved by member vote. RAS will make the change. Gunter will alert Senate.**

3. 2 credit option for students to essentially count only the first half of the term. [Jensen, Webb]
  - courses that are challenging to transfer online but can't drop all of the credits
  - give colleges flexibility in appropriate cases to move to variable credits or create separate sections to accommodate this sort of choice

**Student reps spoke in favor, but with caveat that the acceptance is optional for student. CR/DCR/NCR options also discussed by members. RAS guest discussed challenges of implementation in Banner (technical) and on transcript (procedural). Discussion.**

**Advisory approval making this petitionable to SOS, rather than a temporary change to R&P.**

4. Student concerns. [Vinik, Chansky, Adamson]

**Student reps mentioned anecdotal concerns re: faculty increasing difficulty of exams, etc., to counter perception of increased potential for cheating during online exams. Faculty reps generally shared concern of students. Would rather support academic honesty than prevent "bad actors." Discussion of hypothetical examples as well as recent experiences by students. General discussion of tools available in CourseSite, including flexible start-stop times. McSwain offered to host a LTS/CITL workshop to explore/demonstrate CourseSite tools. Webb will contact Greg Reihman of LTS, to invite discussion of a faculty-to-faculty seminar.**

5. Other concerns. [Szczepanski]
  - Should there be modifications in the Scheduled exam period to accommodate students in ASIA and Europe, for example?
  - Should the rule against exams/test in the last week of classes be relaxed to allow for more assessments of lesser weight?
  - Should the due date for submitting grades be pushed a week or two, to allow students/faculty more time to close out the "books"?

**General discussion by members of issues. Clarification of basic expectations would be useful. RAS and Provost Office will develop messaging to share with faculty and students.**

6. Advance written policy that explicitly states it is a faculty member's discretion to establish the total duration of a final exam (not to exceed three hours but it can be less). [Webb, Wilson]

**Brief discussion introducing issue. Resolution of questions deferred for later meeting.**

Reference language from R&P (3.7.3.1 Final examinations):

If an instructor chooses to require a proctored final exam, a take-home exam, or a final project in a given course, the end of semester exam period shall be used as follows:

- 1) Proctored exam - scheduled on-campus for a 3-hour block assigned by the Registrar.
- 2) Take home exam - no take home exams can be due until at least 72 hours after the beginning of the exam period and must be due by the last day of the final exam period.
- 3) Final project (e.g. presentation or final paper) - final projects must be due no later than the last day of the end of the final exam period.

Faculty should be available during the final exam period until all semester grades for his or her courses have been submitted to the Registrar. No final examinations shall be given or scheduled in one- or two-credit laboratory courses during the final examination period. No final exams in other full-semester classes shall be given prior to the start of the final period.

Formal withdrawal from any course before the end of the semester automatically cancels the student's rights to an examination in that course.

**Final examinations are scheduled for three-hour periods by the registrar.** For a course not requiring a proctored final exam the instructor shall notify the Registrar that no exam time need be scheduled. Conflict examinations are provided wherever a student cannot take a regular examination because of a conflict in examinations on the published examination schedule. In all cases of conflict, the course having the smallest number of rostered sections takes precedence, except that in cases of conflicts in courses having the same number of sections, the course having the fewest students shall take precedence. Conflicts in the regular examination schedule must be reported by the students to the registrar not later than the third day following the publication of the examination schedule.

**The following items carried forward to subsequent meetings:**

7. Round 2: clarification of procedures for changing catalog year. [Jensen, Wilson]
8. AP transfer credit policy proposed changes. [Wilson]
9. Academic standing policy proposal. [Jensen, Wilson]
10. Round 2: proposal for policy on interrupted final exams. [Guest: Brian Chen, CSE]
11. Update on the following items (all carried forward from prior meetings). [Webb]
  - o "clear written policy" regarding excuses from exams due to athletic competitions
  - o the Student Senate proposal to, "allow a minimum of a week's worth of classes to be excused from every class (for example, a MW class would allow a student to miss 2 total classes without penalty); any absence beyond this would be at the professor's discretion."
10. How many credentials (i.e. majors, minors, and certificates) should a student be permitted to earn? [RAS]