

Senate Scholastic Standards Committee 2016/2017

Meeting Minutes 3/1/2017

10.00 – 11.30 AM

Senate Conference Room, Hall Dorm

Members present: Brian Aneskievich, Karen Bresciano, Susanna Cowan, Joe Crivello, Holly Fitch, Hedley Freake (chair), Lawrence Gramling, Katrina Higgins, Jennifer Lease Butts, David Wagner.

Guests: Gregory Bouquot (for Lauren DiGrazia)

1. The minutes from 2/15/17 were approved with minor changes.
2. Hedley Freake reported back from the SEC meeting with chairs. Following on from the meeting with the Faculty Standards Committee with Cathy Cocks, Karen Bresciano and Katrina Higgins, it was agreed that there were issues with the Academic Integrity policy and that the SSC would take a look at it. Also, it was agreed that this committee would prepare a draft describing the undergraduate research courses and then pass it on to the Curricula and Courses committee for review.

Hedley reported to the SEC that he had received a request from Sally Reis to consider the question of Reading Days. The SEC asked that Sally be reminded of the normal procedure that such requests should be routed through the SEC. Sally's request arose from conversations with students though it was not clear what their specific complaints were. It was suggested that it would be useful to get firm data from both students and faculty before making changes in this area. The reading day in December does serve additional useful functions, namely as a make-up day for students needing to reschedule exams (although technically speaking this may not be an appropriate use) and also for bad weather. One possibility would be re-brand the reading day to incorporate these uses, which could take care of many concerns. Karen did report a large drop in students requests to reschedule bunched finals (from 1172 in F15 to 610 in F16), following the hard work of the Registrar's office to improve the schedule. It was agreed that developing surveys on reading days for faculty and students would be useful and Karen, Katrina, Dave Wagner and Greg Bouquot agreed to do so. The aim is to distribute the student version through USG.

3. Katrina reported that the Growth and Development committee had a useful meeting with Rich Miller, where they learned of the many environmentally sound practices being pursued by this university.
4. Jen Lease Butts, Holly Fitch, Lauren DiGrazia and Hedley will get together with Caroline McGuire from the Office of Undergraduate Research to prepare language for the undergraduate research courses.
5. There was an extensive discussion on the Academic Integrity policy, including why faculty were not following it, what changes might be needed within it and how and where it might best be administered. While there was a general feeling that this was an academic issue that might best be dealt with from within the Provost's office, they may

not have the staff to do so, particularly given that educational outreach towards faculty is required. Another possibility is to deal with it in a manner similar to grade changes, coming up through the departments and then schools or colleges. Some degree of centralization would still be required to ensure consistency and sharing of data to identify multiple offences by the same student. Following this discussion, it was decided that the committee would review the policy to identify changes that might be needed and then to invite Cathy Cocks to meet with the committee to discuss these suggested changes and overall implementation issues.

6. Susana Cowans had met with Katrina, Larry Gramling and Joe Crivello to review the by-laws as they pertain to sessions outside the regular academic term semesters. The committee began the work of reviewing their suggested changes. An updated version of the draft changes is appended to these minutes. The committee completed revisions 1 and 2.
7. The meeting adjourned at 11.33.

Next meeting 3/22 at 10 AM.

Proposed revisions to Senate By-Laws to reflect current UConn practice/policy regarding the Summer & Winter programs (and other non-semester courses)

Proposed revision 1

Location: page 7 of the By-Laws [II. Rules and Regulations/A. Admissions/5. Non-Degree-Students/"b"]

1. Revise wording in first sentence from "Spring or Fall" to "semester" (or whatever the committee deems is consistent with other sections we've recently revised)
2. After the first sentence, insert this sentence:
"Non-degree students may register for intersession (winter or summer) courses at the start of whatever registration period the Registrar has set for these terms."

→Existing By-laws language:

b. Non-degree students may register for Spring or Fall courses two weeks prior to the beginning of classes. Registration is on a space-available basis and limited to two courses totaling not more than eight (8) credits in a semester. Requests for exceptions to this policy may be made to the director or designee of non-degree programs. Students who have been dismissed from the University must seek permission to take coursework with non-degree status from the dean or designee of the school or college from which the student was dismissed. They are not eligible for exceptions to course and credit limits.

→Revised by-laws with deletions (struck through) and new language (underlined):

b. ~~Non-degree students may register for Spring or Fall courses two weeks prior to the beginning of classes.~~ The Registrar shall set dates during which non-degree students may register for courses. Registration is on a space-available basis and limited to two courses totaling not more than eight (8) credits in a semester. Requests for exceptions to this policy may be made to the director or designee of non-degree programs. Students who have been dismissed from the University must seek permission to take coursework with non-degree status from the dean or designee of the school or college from which the student was dismissed. They are not eligible for exceptions to course and credit limits.

Proposed revision 2.

Location: page 9 of the By-Laws [II. Rules and Regulations/B. Academic Advising/1. Registration]

1. In the first paragraph, remove the following sentence, which is not accurate: "Students who have not paid their fee bills or have not been granted a deferral will have their class schedules cancelled."

→Existing By-laws language:

1. *Registration*

All undergraduate students are required to register on the dates announced and to pay the succeeding semester fee bills as due. Students are considered officially

registered when they have met all University requirements for registration. Prior to the beginning of classes, a student will receive official notification of the courses for which enrollment has been completed. Students who have not paid their fee bills or have not been granted a deferral will have their class schedules cancelled. Registration instructions appear in the University Bulletin and the Directory of Classes.

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Proposed revision 3 (in 2 parts).

Location: page 10 of the By-Laws [II. Rules and Regulations/B. Academic Advising/

1. The first change is the recommendation that we move paragraph five (“Exceptions to the regulations...”) to the very end of this section so that we can then remove redundant sentences, as this final statement will refer to all of the above.
2. In the final (seventh) one-sentence paragraph, make the following changes to reflect current policy:

For courses that run outside the fall and spring semesters, credit limits will depend on the length of the course, as follows:

| Course length | Credit limit |
|-----------------------|--------------|
| ≤ 4 weeks | 4 credits |
| > 4 weeks - ≤ 8 weeks | 8 credits |
| > 8 weeks | 12 credits |

→Existing By-laws language for final three paragraphs of this section with revisions (struck through, underlined, and in the case of the table, highlighted):

~~Exceptions to the regulations on credits permitted in a semester may be made by the dean of the school in which the student is registered after the student has consulted with the advisor.~~

Credits registered for or earned toward the degree by undergraduate students in independent study, variable, and special topics courses shall be limited to a maximum of six in any one semester. ~~Permission to exceed this limit may be granted by the dean of the~~

~~school or college in which the student is enrolled after the student has consulted with the advisor.~~

~~No student may earn more than seven credits in any six-week summer session.~~

For courses that run outside the Fall and Spring semesters, credit limits will depend on the length of the course, as follows:

| Course length | Credit limit |
|-----------------------|--------------|
| ≤ 4 weeks | 4 credits |
| > 4 weeks - ≤ 8 weeks | 8 credits |
| > 8 weeks | 12 credits |

Exceptions to the regulations on credits permitted ~~in a semester~~ may be made by the dean or dean's designee of the school or college in which the student is registered after the student has consulted with ~~the~~ their advisor

Proposed revision 4.

Location: page 11-12 of the By-Laws [II. Rules and Regulations/B. Academic Advising/10. Adding or Dropping Courses]

1. Somewhere in the opening paragraphs, it should be specified that “4th week” and “tenth day” are semester references. I am not sure what the optimal spot for this clarification is.
2. Final paragraph (“For courses of fewer than 14 weeks duration...”). Katrina, you thought keeping “the Registrar” here is fine, but I would feel much better if we could make the following change, which still leaves the Registrar in charge but leaves open the door that others might do the “determining.”

→Existing By-laws language with suggested revisions (underlined and struckthrough):

10. Adding or Dropping Courses

Instructions for adding and dropping courses appear in the Schedule of Classes. Within the following regulations, students may revise their course schedules on days and at hours specified by the Office of the Registrar. Though classes may be scheduled on weekends, these are not factored into the following regulations.

Students should consult with their academic advisor prior to adding or dropping courses.

If a particular course requires consent, a student must obtain that consent before adding that course.

Students may add semester courses during the first ten days of classes without special permissions. In exceptional circumstances only, a student may add courses after the tenth day of classes with the consent of the student's advisor, the course instructor, and the head of the department or program offering the course. After the fourth week of the semester, the permission of the student's academic dean or his/her designee is also required for adding classes. Students may drop courses before the end of the tenth day of classes without transcript notations. After the tenth day of classes and through the ninth week of the semester, a student may drop one course for any reason with permission from the student's advisor. No student is permitted to drop a course after the ninth week of classes or to drop more than one course after the first ten days of classes unless on the recommendation of the advisor, an exception is made by the dean or designee of the school or college in which the student is enrolled. Exceptions are made only for extenuating circumstances beyond the student's control. Poor academic performance is not considered a sufficient reason for dropping a course after the ninth week. Any course dropped after the first ten days of classes will receive a 'W' on the transcript. Exceptions to transcript notations can be made only by the Provost or designee.

[paragraphs removed for readability]

For courses of fewer than 14 weeks duration, the add/drop periods will be adjusted and ~~determined~~ set by the Registrar.