

**Minutes of March 5, 2018**

Attendees: Veronica Makowsky (chair), Greg Bouquot, Karen Bresciano, Jennifer Lease Butts, David Clokey, Robin Coulter, Susanna Cowan, Joe Crivello, Hedley Freake, Gretchen Geer, Larry Gramling, Robin Grenier, Katrina Higgins, Jill Livingston (recorder)

Absent: Brian Aneskievich, Robert Bosco, Stuart Brown, Nithisha Chittajallu, Peter Diplock, Holly Fitch, Gina Stuart, Ellen Tripp, David Wagner

Guest: Maureen Armstrong, Associate Dean of Students

I. Call to Order

Veronica Makowsky called the meeting to order at 2 p.m.

II. The Minutes of February 19, 2018

Joe Crivello made a motion to approve the minutes, which was seconded by Katrina Higgins. The minutes were approved with two abstentions.

III. Further Discussion of the Last Two Weeks of Class

Discussion:

Veronica met with the Academic Affairs Committee (AAC) of USG and received valuable feedback. Students do not have problems with exam week; they will utilize the bunched finals affordances if they have conflicts. They have more difficulties with the final week of classes, because final exams are sometimes given that week. They articulated their preference for two reading days between the last week of classes and exams (currently the weekend prior to final exams). They are aware that students generally have free days during exam week when they have no exams scheduled. Students from AAC suggested SSC survey all students.

SSC agreement was that regulations are needed to clearly articulate what exams can be given the last week of classes. SSC refined previously discussed parameters and came to agreement that no assessments should be given during the final week of classes that are cumulative and worth > 25% of grade. Further, no assessments should be given outside of normally scheduled class periods. Enforcement remains to be determined. Regarding a survey, SSC felt the feedback provided by AAC already met their needs. If a survey is to be given, it would be more advantageous to seek feedback after a new schedule is administered to garner satisfaction with the new schedule vs the former schedule.

If this By-Laws change moves forward, Veronica will speak with John Volin, who meets with Deans, to facilitate communication with departments. SSC will need to consult with the School of Fine Arts to learn more about other mandatory events that may be scheduled during finals week.

SSC discussed a revised finals week schedule provided by Greg Bouquot and Brian Rockwood. The schedule includes two reading days--Thursday and Sunday. It keeps exams on the same day classes are scheduled. The Registrar could produce a schedule with better distribution of exams (fewer conflicts) if it did not restrict exam days to class meeting days. SSC decided that this would be a preferable schedule. SEC had discussed this and does see the need to keep exams on class days.

Greg and Brian will produce a new draft schedule that best distributes exams—not restricting exams to class days. It was noted that 35% of classes do not meet the standard meeting patterns. The impact on students on changing exam days would be mitigated because the exam schedule would be distributed at the beginning of the semester.

Decisions:

Brian and Greg will produce a new schedule. This schedule will: show the Thursday reading day, identify the 1-3pm block as a free/make-up period, and mark both Thursday and Sunday as “no assessments” days.

Joe and Hedley will draft the By-Laws revision, which Robin Coulter will proofread. The changes will specify that no assessments should be given during the three days of classes that precede the beginning of the Final Assessment Period that are cumulative and worth > 25% of grade. No assessments should be given outside of regularly scheduled class periods during those three days. Future mention of final assessments week in the By-Laws should call this the “Final Assessment Period.”

Veronica will put this on the SSC agenda for April 2, 2018.

- IV. Any Other New or Old Business? None.
  
- V. Next Meeting: Monday, March 19, 2018, 2:00-3:30 PM, School of Business 302  
Yuhang Rong, Associate Vice Provost for Global Affairs; about creating By-Laws language that governs award of credit for courses taken via study abroad.
  
- VI. The meeting adjourned at 3 p.m. per motion by Katrina.