

Minutes of April 2, 2018

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

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

- I. Call to Order
Veronica Makowsky called the meeting to order at 2:00 p.m.

- II. Minutes of March 19, 2018
Joe Crivello made a motion to approve the minutes, which was seconded by Katrina Higgins. The minutes were approved.

- III. By-Laws Changes concerning Final Assessments
Discussion:

SSC discussed implications of shortening the length of the semester by one class. SSC considered the impact, and measured it against many positive outcomes. The health and wellness for the whole community were taken into consideration, as the proposed schedule ameliorates/lessens the problems of bunched finals, make-up finals, and weather concerns. It provides a breathing period for faculty members and students with the addition of a mid-day break. The date of exams will be known at the beginning of the semester so that individuals can plan ahead. Further, the schedule does not encroach on intersession or summer session, which have financial implications for the University. CETL is available to provide solutions for instructors concerned with losing class time; it can help them think through alternatives.

Final assessments are mentioned in two sections of the By-Laws--assessments and the calendar. Hedley, Joe, and Robin C. presented proposed changes. The document provided does not highlight tracked changes for all changes, as the extensive revisions made it difficult to read.

SSC recognized the need to state that students cannot be expected to miss one class or exam because another exam is being held outside of the normally scheduled class time.

Students should be informed at the point of registration for classes that a class will require them to attend an assessment outside of their normally scheduled class time.

CETL can support instructors who need help designing assessments that fit within normally scheduled class times.

SSC agreed that it was necessary to reiterate the language in #9, emphasizing that permission to hold assessments outside of regularly scheduled class periods needs to be granted prior to registration and clearly stated on the syllabus. Also, this provision should only be granted under exceptional circumstances. The Vice Provost for Academic Affairs should be vested with authority to grant such permission.

SSC discussed lowering the maximum number of daily assessments from 5 to 4. To provide flexibility for exceptional circumstances, it was agreed the language would be edited to state, "For regularly scheduled assessment periods, there shall be no more than four assessment..."

There are some items in "3. Final assessments will adhere to the following principle," that would be better situated in "b. Assessment during the Final Assessment Period."

"d. Commencement cannot occur at a time when a final assessment is given." Should read, "d. Final assessments cannot be given during commencement." This would knock out Saturday exams. The following exams are administered on Saturday of exams: Accounting 3221, 3260, and 4243, as well as Finance 3101. So that both semesters will have the same schedule, final assessments should end on Fridays both semesters.

Decisions:

SSC thanked the subcommittee for such good work and asked them to incorporate the changes discussed during the meeting. The subcommittee should also consider moving content from the calendar to Assessment, adding a "see references" from the calendar section to previous sections.

SSC will discuss this further at its next meeting.

- IV. By-Laws Additions concerning Education Abroad: Draft Ideas for Discussion (not in By-Law form): Approval Process for credit-bearing UConn Education Abroad programs and courses: The approval process must be completed before the program or course takes place.

- 1) Approval from the appropriate school or college for academic merit and rigor
- 2) Approval from the Education Abroad Faculty Advisory Board in Global Affairs
- 3) The Vice President for Global Affairs (or designee) may reject or postpone a course for financial, liability, or safety reasons.

The By-Laws of the Education Abroad Faculty Advisory Board will be subject to approval by the Scholastic Affairs Committee. Approval for experiences abroad sponsored by official

UConn student clubs and organizations must first be approved by Student Affairs. The Vice President for Global Affairs may reject or postpone such an experience for financial, liability, or safety reasons.

Discussion:

Study Abroad was changed to Education Abroad, and Vice Provost was changed to Vice President (see language above). This section should go into the By-Laws near Honors. Veronica will identify a location.

Decisions:

Veronica will ask Cheryl Galli to search for “study abroad” and “education abroad” to make sure there are no additional areas that would be impacted by these changes.

V. Any Old or New Business?

No old or new business.

VI. Adjournment

Karen motioned for adjournment at 3:12. The motion was approved by all.

Next Meeting: April 16, 2-3:30. School of Business, 302.