

## **Senate Scholastic Standards Committee**

**Monday, February 4, 2019**

**2:00-3:30PM Hall 123**

**Present:** Veronica Makowsky (chair), Maureen Armstrong, Greg Bouquot, Karen Bresciano, Stuart Brown, Robin Coulter, Joe Crivello, Hedley Freake, Holly Fitch, Jennifer Lease Butts, Jill Livingston (recorder), Sreenidhi Nair, Lauren Schlesselman, Delaruelle Tarpeh, Jason Vokoun, Ashley Vrabely, Lawrence Walsh

**Absent:** Thomas Briggs, Robin Grenier, Katrina Higgins, Thomas Long, Kim McKeown, Ellen Tripp

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

### **II. Minutes of December 3, 2018**

A motion to approve the minutes was made by Joe Crivello, seconded by Karen Bresciano, and approved unanimously.

### **III. Information Items: a, b, c**

Three informational items had been shared with the Agenda prior to the meeting. These pertained to the need for a new SSC Chair next year, the Research and Experiential Learning Proposal and FAQ's, and the Report from the Additional Major Committee. SSC members had no questions about the information.

### **IV. Education Abroad: Senate By-Laws and EEAC By-Laws**

SSC reviewed proposed changes to two sections of the By-Laws

II.C.1.b Minimum Requirements for Undergraduate Degrees/Requirements in General/Residence Requirement. The only change in II.C.1.b was replacement of "Study Abroad" with "Education Abroad".

II.F.5 Small edits were made to the language in the By-Law, which was recorded by Veronica Makowsky.

A motion to approve the By-Laws was made by Karen Bresciano, seconded by Joe Crivello, and approved unanimously.

Following the meeting, Veronica Makowsky will ask Cheryl Galli to send the By-Laws in correct By-Law form to Yuhang Rong, who will make the additions to the EEAC by-laws to reference the specific numbers and letters of the Senate By-Laws. The whole package will then go to the SEC for, hopefully, inclusion on the Senate's March 4, 2019 meeting for a vote at the April 8, 2019 meeting. The EEAC by-laws will be presented at the March 4, 2019 Senate meeting for informational purposes.

## **V. Final assessments**

### 10. Assessments

#### a. Assessments during the Semester or Term

#### b. Assessment during the Final Assessment Period

Faculty, primarily in STEM disciplines, have voiced concerns about the By-Laws changes. The changes, however, would provide benefits, such as earlier scheduling of final assessments, reduced bunching, and allotted time for make-up assessments. With these considerations in mind, SSC elected to consider the proposal fully, seeking to find middle ground.

Two separate issues are addressed by the proposal: 1) instructors administering assessments during the last week of classes, and 2) the final assessment schedule.

Final assessments administered during the last week of classes pose problems, heretofore discussed by the Committee. However, it was noted at the meeting that the drop in bunched finals is perceived to be resultant from this practice. Other new information shared at the meeting surfaced that there is misunderstanding by some that instructors are encouraged to give assessments during the last week of classes, and that instructors no longer need to opt out of room scheduling. To address the issue of final assessments during the last week of classes, SSC drafted By-Laws language that indicates instructors cannot hold an assessment that is worth 25% or more of the course grade in the last week of finals.

Going forward, SSC will need to address whether other activities/assessments, such as fine arts performances, can be held during the week of final assessments. More information is needed about such activities. Currently, the Office of the Registrar does not give final assessment slots to labs, music or fine arts.

SSC members should think about the issues discussed prior to the next meeting.

## **VI. Grade appeals**

### II.E.8. Appeals of Assigned Course Grades

SSC members reviewed and revised specific language. They also made general recommendations that all actions have dates, which may be revised based on extenuating circumstances, and that all documentation be provided in writing. Further, department heads should be allowed proxies. Veronica Makowsky will update the By-Laws prior to the next SSC meeting.

**NEXT MEETING:** Monday, February 18 to discuss: final assessments, grade appeals, transfer credits.