

Academic Policy
March 17, 2015

Present: Sarah Ash, Montse Fuentes, Alton Banks, Roy Borden, Jim Knopp, David Auerbach

Absent: Harriett Edwards, Kevin Brady, Richard Spontak

Guests: Louis Hunt, Barbara Kirby, Catherine Freeman, Roby Sawyers, Brittany Mastrangelo

Issue: Non-standard classes in the context of the academic integrity policy (700.6.1) from General Administration

Key issues:

- Need to be able to link a faculty member to each class.
- Need to make sure there that approval is routed through the department head's office.
- Need to include these courses as part of faculty load to track the number of such courses being offered by each faculty member.
- Need to have a set of expectations for each course that outlines learning outcomes, number of hours, process by which grades will be determined, meeting times with the instructor.

Barbara Kirby presented a course agreement template that can be used for non-standard courses. Departments do not have to use this specific template as long as all the information is present on the official department or program agreement. Need evidence of expectations for students and for interactions with faculty during the semester.

The UCCC has defined nonstandard courses that require a course agreement as being:

- Independent study
- Research
- Special problems

Louis Hunt: Is mostly to document that we do not have multiple students taking non-existent courses being graded by someone other than a faculty member.

Issue: Course Instructional Format Standards

Barbara Kirby and Catherine Freeman presented a handout with the Instructional Format standards that define each type of course (lecture, research, studio, seminar, special topics, etc.). They encourage departments to organize courses by these standards to better capture the nature of the experience via renaming or renumbering. The handout (attached) also makes clear under which circumstances

a syllabus or contract/agreement is required. These course categories will be in CIM.

Issue of concern (Roby Sawyers):

Are there internships with grades and do those grades reflect a set of criteria comparable to a regular class? Is a concern for student athletes because a student's GPA affects NCAA eligibility.

Roy Borden: Should they be graded at all? Perhaps they should just be S/U.

Barbara Kirby: All courses should have a detailed explanation of how grades are determined. Many courses have not been reviewed for 10 + years and do not include the detailed required by the current Syllabus Regulation.

Louis Hunt: As part of earlier issue of concern from the APC regarding grade inflation, he will be presenting to the department heads grade distributions for all courses. This maybe good first step to starting the conversation. It may be appropriate to switch to an S/U grade in certain courses. In general, department heads/department curriculum committees should be encouraged to consider whether letter-grading is appropriate.

Barbara Kirby: Can also be part of examination of non-standard courses as is being done as part of the response to GA's concerns. How are courses graded? What is being evaluated?

Sarah Ash: Some internships (e.g., student teaching) may have to be letter-graded for accreditation purposes.

David Auerbach: Internships other than the special case of student teaching, are different from on-campus classes because in many cases the decision about the grade is being made by someone off-campus – therefore not really the same as an on-campus class. And in those cases where an unavailable-on-campus skill is acquired, it seems that a S/U is what's appropriate.

Roby Sawyers: Topic will be brought up at the Provost's Athletics Roundtable

Action: APC will write a memo to Roby Sawyers requesting input re grading of non-standard courses from the Provost's Roundtable.