

COMMITTEE: Admissions & Retention Policies

MEETING DATE: April 02, 2018

PERSON PRESIDING: Jay Newhard

REGULAR MEMBERS IN ATTENDANCE: Pamela Hopkins, Gregory Lapicki, Jay Newhard, Daniel Shouse, and Beth Thompson

EX-OFFICIO MEMBERS IN ATTENDANCE: John Fletcher, Amy Frank, and Jayne Geissler

OTHERS IN ATTENDANCE: Derek Maher

ACTIONS OF MEETING

Agenda Item: Approval of the minutes of the March meeting

Action Taken: The minutes were unanimously approved.

Agenda Item: Discuss inviting Regis Gilman to discuss ACE credits with us at the first meeting of next academic year, in August 2018.

Discussion: The committee thought that it would be a good idea invite Regis Gilman to discuss ACE credits with us at our first meeting of next academic year, in August 2018, as this item has been on our agenda all year.

Assigned additional duties to: Jay Newhard will invite Regis Gilman to discuss ACE credits with us at our first meeting of next academic year, when the date of that meeting is available.

Agenda Item: Discussion of the Proposal on Residency Requirements

Discussion: Derek Maher returned to the committee to discuss a proposal to revise ECU's residency requirement. The current policy requires the following: In order to obtain a degree from ECU, a student needs to complete at least 25% of the credit hours required for the degree at ECU and at least 50% of the total hours required in the major must be completed through enrollment in ECU. The revised proposal would allow department Chairs and Deans, or their designees, to grant a waiver to the 50% requirement to students whose academic record shows that they have completed courses at another institution that are equivalent in rigor to courses taught at ECU. This proposal has been put forward in order to allow non-traditional students to finish their degree and, hence, to increase the number of college graduates in North Carolina. Since the last meeting, when

this was last discussed, we have received an e-mail from Dr. Kevin Sightler, SACS Director of Substantive Change, which makes clear that the 25% minimum requirement does not by itself ensure the integrity of the degree, and that it is the institution's responsibility to do so. The committee continues to be concerned about increased workload placed on chairs, or undergraduate directors. Dr. Maher reported that there is a goal to increase total enrollment from 29,000 to 35,000, mostly through transfers. John Fletcher stated that the current number of transfers per year is approximately 2,000. Thus, to the extent that this enrollment goal is achieved, it places a substantial extra burden on department chairs or undergraduate directors. Thompson reported that the undergraduate director in Biology was not pleased about the prospect of this potential change. It appears that UNC Charlotte and a college at NC State have policies closer to Maher's proposal, though it is not known whether either institution has been accredited by SACS with these policies in place. Newhard suggested that the process be streamlined by adopting a consortium of schools (including, for example, UNC institutions and flagship institutions nationwide) whose coursework is preapproved, supplemented by Maher's proposal for reviewing transfers from other institutions. Maher was concerned that some chairs might object to the quality of instruction at some of those institutions.

Action Taken: No motion was put forward.

Agenda Item: Inconsistencies Regarding Final Exam Policies

Discussion: The Faculty Manual is clear that, while a course need not have a final examination, a course which does have a final examination cannot administer that final examination during the last week of classes. The Faculty Manual states that "No test intended to substitute..." Since intentions are difficult to gauge and enforce, it was recommended that this wording be changed. There are statements in both the Faculty Manual and the Undergraduate Catalog about the consequences befalling a student for missing a final exam. It was agreed that such a policy needs to be included on the syllabus. (In fact, the statement in the Faculty Manual seems to constrain academic freedom.) The Faculty Manual states that the scheduled final exam period cannot be changed; however, the Undergraduate Catalog includes the phrase "changed only through a formal written request to the registrar". This decision is up to the instructor. Geissler pointed out that the grade of incomplete (I) is discussed elsewhere in the Undergraduate Catalog and does not need to be repeated here.

Action Taken: Four motions were approved, resulting in changes recommended to the Faculty Manual and the Undergraduate Catalog, as appended below.

The meeting adjourned at 5:15 pm

Appendix

Section on Final Exams from the ECU Faculty Manual: (Part VI, Section I.VII)

VII. Final Examinations

The normal expectation is that the completion of both face to face and online courses will include a final examination or an alternate method of evaluating student progress. Final examinations are required at the discretion of the faculty member and must be scheduled in the course syllabus made available to students. If a final examination is not given during the final examination period, the scheduled time for the exam ~~should be treated as regular class with~~ must be used for appropriate instructional activity. Online courses that do not give a final exam must use the final exam week for instructional purposes. The chair of the unit is responsible for monitoring adherence to scheduled examination requirements.

The University establishes a final examination schedule each semester to reduce conflicts in course final examination and to meet the UNC established course hour requirements. There will be no departure from the ~~printed schedule of examinations~~ schedule officially published as part of the ECU Academic Calendar except for clinical and non-traditional class schedules, including graduate level courses. Changes for individual student emergencies of a serious nature will be made only with the approval of the instructor. ~~A student who is absent from an examination without excuse will be given a grade of F for the examination.~~ An incomplete (I) for the course will only be given in the case of a student absent from the final examination who has presented a satisfactory excuse to the instructor.

No test ~~intended to substitute for the~~ serving as a final exam may be given during regular class meetings ~~the week preceding the final examination period~~. Faculty may not give an examination or an assignment in lieu of an examination on Reading Day. (FS Resolution #11-51, April 2011)

Section on Final Exams from the ECU Undergraduate Catalog:

Final Examinations

~~Final examinations will be held at the close of each term in all courses. There will be no departure from the printed schedule of examinations. Changes for individual emergencies of a serious nature will be made only with the approval of the instructor, the student's major chairperson, director, or dean. The departmental chairperson, school director, or the college dean will, if a serious emergency is believed to exist, forward a written request to the Office of the Registrar, setting forth the nature of the emergency. A student who is absent from an examination without an excuse may be given a grade of F in the course. The instructor may issue an incomplete (I) in the case of a student absent from the final examination who has presented a satisfactory excuse or an official university excuse from the Dean of Students or his/her designee.~~

The normal expectation is that the completion of both face to face and online courses will include a final examination or an alternate method of evaluating student progress. Final examinations are required at the discretion of the faculty member and must be scheduled in the course syllabus made available to students. The University establishes a final examination schedule each semester to reduce conflicts in course final examination and to meet the UNC established course hour requirements. There will be no departure from the schedule officially published as part of the ECU Academic Calendar except for clinical and non-traditional class schedules, including graduate level courses. Changes for individual student emergencies of a serious nature will be made only with the approval of the instructor.