COMMITTEE: Admission and Retention Policies Committee

MEETING DATE: Monday, February 3, 2014

PERSON PRESIDING: Allison Danell

REGULAR MEMBERS IN ATTENDANCE: David Durant, Michael Duffy, Jonathan Morris, Mary Nyangweso

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

GUEST: Angela Anderson, University Registrar

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ACTIONS OF THE MEETING

Agenda Item: Discuss the merits of a satisfactory/unsatisfactory designation for special courses and how such a grading option could be factored in to student grade point averages.

Discussion: Angela Anderson, Registrar’s Office, explained how a satisfactory/unsatisfactory grade option might be incorporated into the existing grading system at ECU. There would have to be a numerical grade equivalent for a “satisfactory” or passing grade in a course where this option is used. We would have to determine if such satisfactory grades would be factored into a student’s earned grade point average. It would have to be decided how often and according to what criteria an approval for this course option could be made. At the University level, what committee would be responsible for approving a satisfactory/unsatisfactory grade option for a course? Would this grade option be used for required courses and electives? It was noted that the majority of requests for this kind of option were for internships. Some universities have instituted the pass/fail option with guidelines and restrictions. Nyangweso shared with the committee the example of the University of South Florida and its guidelines for the use of this grade option.

Action Taken: The committee decided that the satisfactory/unsatisfactory grade option needs additional study before it is considered for adoption. At this time, we will not recommend its adoption.

Agenda Item: Recommendation from Flanagan and Duffy that existing language in the ECU Faculty Manual pertaining to the course syllabus be revised.
Discussion: Duffy recommended that the Admission and Retention Policies Committee adopt a stronger and more detailed statement on syllabus requirements near the end of Number V in Part VI, Section 1 of the *ECU Faculty Manual*. A handout specified the recommended catalog copy in Numbers 5 and 10 of Section 1. The required items in the syllabus would line up with the items requested by the University Curriculum Committee for new and revised courses and by Administration for the implementation of University policies on equal opportunity and academic integrity. Committee members made recommendations for the time of distribution and required items to be included in the syllabus. These are base on instructional practices and university regulations.

Action Taken: The subcommittee will re-evaluate its recommendation for revising *ECU Faculty Manual* syllabus language with attention given to what is required and what could be recommended.

The meeting adjourned at 5:00 p.m.

NEXT MEETING: Monday, March 3, 2014 at 4:00 p.m. in Rawl Annex 142.