COMMITTEE: Admissions and Retention

MEETING DATE: Monday, March 4, 2002

PERSON PRESIDING: Janice Tovey

REGULAR MEMBERS IN ATTENDANCE: Burton, Duffy, Mahony, Mitchell, Tovey

EX-OFFICIO MEMBERS IN ATTENDANCE: Lowe

OTHERS IN ATTENDANCE: Dorothy Muller

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ACTIONS OF MEETING

Agenda Item/Action:
Minutes of February 2002 meeting were approved.

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Agenda Item: Final Exam Policy

Discussion: Muller explained that the final exam policy is clearly stated for students and her office follows the procedures. For example, requests for taking an exam early in order to have a longer break are not granted! Many of the problems are the result of faculty actions: giving final exams the final week of classes and not being available during exam week.

Committee discussed a number of issues surrounding the final exam policy: courses that do not have a final exam, graduation events prior to completion of exams devalues the exam, faculty contractual dates, etc. Muller and Lowe both emphasized that the new calendar policy includes the exam week as part of the 15-week semester calendar.

Members discussed such variations as “dead week” which means no exams may be given during the final week of class, but realized that this is a faculty governance issue as well. Lowe, Muller, and Burton volunteered to do some research into other schools’ policies, and administrative and student reactions.

NEXT MEETING: Mon. April 1, 1 pm

Meeting adjourned at 1:45.