Admission and Retention Policies Committee
February 7, 2005
Minutes

Members Present: Gary Levine (Chair), Carol Nichols, Wendy Sharer, Shahnaz Aziz, Jayne Geissler, Larry Seese

Guest: Dr. Al Smith (Student Life)

Chair Gary Levine called the meeting to order at 4:10 pm. Larry Seese agreed to serve as secretary for the meeting. Copies of the minutes from the prior meeting were distributed and approved. Gary Levine also distributed Attachment Six of New Business from the upcoming Faculty Senate Meeting concerning graduation with distinction honors. The Class Attendance Policy and Weekly Class Attendance Verification forms from the Athlete Department were distributed. Lastly Draft Two of the University Class Attendance Policy was given to the members present.

Gary Levine asked the members to address errors in the draft of the University Class Attendance Policy. Several members mentioned changes to be made in the draft that had been discussed previously. Additional discussion ensued on the percentage of excused absences to allow without penalizing the student’s grade. Finally a percentage of ten percent was agreed.

Members also discussed the following three items relating to the class attendance policy.

1. A make up policy regarding course work in case of absences.
2. What absences should be allowed under the excused absence policy? Included in this discussion was religious holiday day and death of family members.
3. The attendance policy needs to include an appeal process.

Wendy Sharer volunteered to redraft the attendance policy for the next meeting.

The meeting was adjourned at 4:45 pm.