

COMMITTEE: Admissions & Retention Policies

MEETING DATE: November 2, 2020

PERSON PRESIDING: Eli Hvastkovs

REGULAR MEMBERS IN ATTENDANCE: David Hisle, Stephanie Jung-in Bae, Joshua Gardner, Michael Baker, Amy Frank

EX-OFFICIO MEMBERS IN ATTENDANCE: Angela Anderson, Steven Asby, Cynthia Wagoner, Stan Eakins, Lucas Snyder

OTHERS IN ATTENDANCE: Rachel Baker

ACTIONS OF MEETING

Agenda Item: Office hour policy

Discussion:

Eli Hvastkovs: Faculty have to maintain 5 hours. (F2F or hybrid.) Online, “make arrangements” (vague).

Stan Eakins: Multiple reasons for holding office hours. Faculty may not be on campus very much. Hardly any faculty/student traffic in hallways. Students used to be lined up. Office hour policy may not have changed in 30 years. Advisors may have some input that they would like to provide. More feedback needed.

Cynthia Wagoner: More flexibility would be nice.

Josh Gardner: Culture is changing. 5 hours may be too restrictive.

Eli Hvastkovs: Seems to be agreement that 5 hour policy is undesired. There may be some concerns about people taking advantage of no specified timeframe.

Cynthia Wagoner: Important to have a policy in place that says we should be responsive to students.

Michael Baker: Requests input from Lucas Snyder as he is representing the student perspective.

Lucas Snyder: Never used office hours. Availability through email is preferable.

Stan Eakins: Recommends that Lucas do a poll. Med students may be more likely to use office hours due to more intensive/competitive classes. Eli seconds request that Lucas do a poll.

Stephanie Bae: Did a small pre-covid poll of faculty. Faculty would rather talk to students before or after class. Office hours are utilized more in classes where students need help with homework. For most issues, students would rather email.

Action Taken: Conduct a poll about office hour preferences

Assigned additional duties to: Lucas Snyder (conduct poll)

Agenda Item: Policy on Incompletes

Discussion:

Eli Hvastkovs: From registrar: Concerns about incompletes. Too many? Students not notified? Lots rolling over to F's? We may need to elucidate reasons for giving an incomplete.

Steven Asby: NR grades must be reconciled. Incomplete is different. Supposed to be that student and faculty member have some sort of agreement.

Angela Anderson: More faculty have been giving I's over time. Would like a policy in which NR gets changed to an F. More specific catalog language would be preferred. NR prevents student from graduating and can't be grade replaced.

Eli Hvastkovs: Committee needs to define reasons for giving an NR and timeline for rolling over to an F (2 years?)

Stan Eakins: No good reason for an NR. Maybe registrar's office should hassle deans more about getting grades reported.

Angela Anderson: Ideal is to get actual grade that student earned. Would be helpful to have a point of contact in each college to help with this. Agree that we shouldn't have NRs. Catalog doesn't actually say that students can't graduate with an NR so that's no longer an issue. We can move on from the issue and try to get cooperation from deans.

Steven Asby: Giving an incomplete should not be a strategy. Might be up to individual colleges to state purpose of incomplete and stay away from NRs.

Action Taken: N/A

Assigned additional duties to: All committee members to review Incomplete policy prior to next meeting.

Agenda Item: AIV Policy

Eli Hvastkovs: Course material was uploaded to a cheater website. AIV policy doesn't specifically say that this is cheating, which is frustrating.

Rachel Baker: Sharing materials without permission is already prohibited.

Eli Hvastkovs: Do we need to make it more explicit?

Lucas Snyder: Large problem with GroupMe. Students use it to share answers. Can we have a policy to address that?

Eli Hvastkovs: Maybe make the policy more clear & include electronic means. Talk about this next time.

Angela Anderson: We may be able to send a C&D order to websites.

Action Taken: N/A

Assigned additional duties to: All committee members to review AIV policy prior to next meeting.

The meeting adjourned at 5:04 pm

NEXT MEETING: January 25, 2021

ITEMS TO BE DISCUSSED: Incomplete & AIV policy discussion