

**COMMITTEE:** Admission & Retention Policies

**MEETING DATE:** November 1, 2021

**PERSON PRESIDING:** Eli Hvastkovs

**REGULAR MEMBERS IN ATTENDANCE:** Lynne Murphy, Michael Baker, Joshua Gardner

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

**OTHERS IN ATTENDANCE:** Rachel Baker, Elizabeth Flesicher

Meeting called to order at 4:03pm.

**ACTIONS OF MEETING:**

Agenda Item 1: Unexcused Absence (UEA) Policy

Discussion: Chair Hvastkovs sent revised UEA Policy suggestions charged to A&R Committee to Dean of Students (DoS) and they agreed with committee's proposed policy changes.

Michael Baker agrees that all changes made make sense, as did Stan Eakins. Eakins recommended a few line-item edits.

Chair Hvastkovs addressed Medical Absences section and the recommendation from DoS about including language around "non-hospital" events and why it was added. Chair Hvastkovs suggested motion to pass the proposed language changes in UEA policies in faculty manual (to be sent to DoS and pending approval, Faculty Senate).

Motion: Baker

Second: Eakins

Motion passes, all AYE from committee members

Agenda Item 2: Office Hour Policy

Chair Hvastkovs introduced proposed language for office hour policy revision for the faculty manual. Proposed revised language of policy creates three subsections (regarding the mode and delivery of instruction): 1.) Faculty who teach F2F, 2.) Faculty who teach all virtual, 3. Faculty

who teach a combination of F2F and virtual/hybrid. In sum, faculty should be available for 5 hours in some capacity.

Discussion:

**Michael Baker:** it isn't clear if virtual office hours are possible if you are teaching F2F.

**Stan Eakins:** raises question of 5 hour number and if faculty are teaching a combination of F2F and in-person.

**Chair Hvastkovs:** maybe consider adding mixed office hours?

**Cynthia Wagoner:** discusses the variation in needs of availability for students to meet given the two groups of students she teaches --- undergraduates (daytime/week) and graduate/professional students

**Lynne Murphy:** raises question about the 5 hours possibly being too prescriptive and suggests including language that says the office hours should reflect the needs of the students' availability based on when the course is offered --- making the delivery of the office hours match the delivery of the course//goal of avoid being too prescriptive

**Chair Hvastkovs:** current issue of mismatch between delivery (e.g., instructors teaching all DE and holding all in person office hours)

**Lynne Murphy:** further likes language surrounding office hours matching the timing and delivery of the class

**Stan Eakins:** the 5 hours concept --- could that be replaced with a more general statement like "should offer sufficient office hours to accommodate needs of the students." Offers context of how the 5 hours predates email and there was much more face-to-face student traffic

**Rachel Baker:** suggests language to state it does not exceed 5 hours, as the 5 hours sets a limit/impacts faculty workload

**Stan Eakins:** wording that states "reasonably sufficient" to meet students' needs may provide too broad interpretation by faculty

**Chair Hvastkovs:** expressed concern over language around "reasonable" time frames in possibility that it promotes less availability by faculty presence for student needs. Some prescription is maybe needed, but not sure if 5 hours is the magic number.

**Lynne Murphy:** 5 hours number seems reasonable based on currently faculty manual language. Suggests separating current policy language surrounding office hours and responding to student emails and that interaction time correlates to office hours.

**Chair Hvastkovs:** to go back to Stan's point, should we include language about instructors who teach a mix of classes? Perhaps we propose some online office hours and some in person office hours?

**Joshua Gardner:** suggests the idea of adding language to give option of some virtual office hours to be held for instructors teaching all F2F classes, especially given the timing of discussion of policy changes after several semesters of virtual office hours during the COVID-19 pandemic

and the option of virtual office hours offering an additional need for student needs/personalities and faculty F2F workload/utilizing sufficient time

**Chair Hvastkovs:** should we add language saying majority of office hours for F2F classes be held in person, but some can be virtual?

**Joshua Gardner:** language could also reflect saying office hours of 5 total hours should be x number virtual, x number in person

**Cynthia Wagoner:** expresses concern over adding too many numbers into the policy and being too confusing

**Rachel Baker:** (as Chair Hvastkovs is editing document): language could reflect proportions of classes/students to office hours and implementation of virtual/in person

**Chair Hvastkovs:** ...language to reflect timing and proportion of the style of courses taught... (as edits are being made to document/proposed policy changes)

**Stan Eakins:** when this was first brought up, all of the deans suggested this and said it should be left up to each unit. Given that thought, it does need to have built in flexibility for each dean/chair to enforce more accordingly for their units.

Chair Hvastkovs suggested that he will make edits to document based on committee feedback and that the committee revisi discussion at the next meeting, which will also allow feedback from an additional committee member who was unable to be present at this meeting (but has feedback to share). Item will be tabled for next meeting.

Chair Hvastkovs requested motion for meeting to adjourn.

Motion: Baker

Second: Wagoner

Meeting adjourned at 4:59pm