I. ADOPTION OF THE AGENDA

A motion to adopt the agenda was made by R. Johns, seconded by L. Marcellus amending it to move New Business before Old Business. **Motion passed unanimously.**

II. ANNOUNCEMENTS

A. APPROVAL OF MINUTES FROM DECEMBER 9, 2015 MEETING

A motion was made by D. Gorman, seconded by J. Umoren to approve the minutes from the December 9, 2015 APASC meeting. **Motion passed unanimously.**
III. NEW BUSINESS

A. Attendance Policy – Informational Item

Birberick provided catalog language from p. 53 of the 2015-2016 Undergraduate Catalog which addresses leaves of absence for volunteer services for disaster relief. Following a discussion she had with Steve Estes related to an attendance issue as well as a meeting with an external auditor, the language in the policy needs to be clarified. Birberick indicated that the language needs to cover those who get called up via the National Guard, Army reserves, etc. in addition to volunteer disaster relief. In her conversation with the external auditor, who asked about student recourse for lack of accommodation, Birberick explained students had the grade appeal policy to follow if they felt the grade they received was impacted by their absence. The auditor indicated that the attendance policy should also contain language regarding what recourse prior to the assignment of a grade; addressing receiving reasonable accommodations for their absence. There was discussion about the language in the policy. Wolfskill indicated more concern for students who were participating in clinicals or student teaching. Montag brought up the length of time students would miss classwork; it isn’t always possible to be able to make weeks of work up. He mentioned that if students needed to drop or withdraw, depending on the time in the semester the absence would occur, there is an appeals committee for that process. S. Johnston-Rodriguez asked if this paralleled complaints of non-compliance for students with DRC accommodations. Birberick indicated that for the next meeting she would like to come back with language for not only absence for disaster relief efforts but military active duty, reserves, or training including recourse language.

B. Withdrawal from the University for Violation of Student Conduct

Birberick shared language from the 2015-16 Undergraduate Catalog, page 47. This was something discussed at the October 1, 2014 APASC meeting. The item was brought forward by the Advising Deans due to inconsistencies in handling these cases among the colleges. Birberick explained that the unintended consequences of this policy were realized at the end of the Fall 2015 semester. It involved three cases from three different colleges. The current student conduct policy is an all or nothing policy. Marcellus added that prior to the development of this policy, students were individually responsible for withdrawing from the university and they didn’t always follow through. Montag added that the appeal process for the conduct policy is the main issue. It is very drawn out. Montag also indicated that a small group has begun meeting with Jeanne Meyer to discuss the appeal process. There was discussion about adding a sentence in the policy to allow for the appeal of the conduct issue. Birberick said the fact that the conduct office has the same policy regardless of the issue/sanction proved to be a big problem as well. She also said that the withdrawal policy doesn’t allow for successful appeal of the expulsion or suspension – which it really must do. Estes added that the letters that student conduct sent to the colleges indicated they should immediately withdraw the student from classes. He also said that the letters were confusing to the students because they would say they should contact their college to withdraw but then say the student was banned from campus. Birberick said at next month’s meeting, after the meeting with Jeanne Meyer, there should be suggestion for revised language for this policy. Birberick laid out a couple options on how to deal with this policy, including removing the
language completely or as simple as adding a line to the first paragraph to allow for the appeal process to be complete.

IV. OLD BUSINESS

A. Add/Drop proposal

S. Estes recapped the information presented at the last meeting by Timi Adeboje from the Student Association pertaining to what other universities do in regard to add/drop and the proposal to extend the self-service dates. Currently there is no self-service during week two. Students must consult their major college to drop a course and to add the student must ask the department offering the course for permission to add. Estes said that from the discussions about the subject not only here at this committee, but other conversations he has had, is that there is not support for adding courses in the second week but self-service drops were given a little more support. Gorman added that is what he recalled as well. Estes mentioned one concern was could adds and drops be decoupled by Registration and Records to allow such transactions. Angie Byrd confirmed that could be done. There was some discussion on whether a message could be programmed into the system to warn students who may be dropping below full-time status. Wolfskill asked if departments could be given the authority to drop during the second week – basically to swap sections, which they tend to do a lot.

B. CEET #1 – Certificates of Undergraduate Study- Industrial and Systems Engineering

There was discussion pertaining to the additional rationale provided. Wolfskill suggested that the C requirement for each class in the certificate due to the narrow focus of the courses. The C average required in student’s majors allows for higher competency in one area to possibly make up for a lower competency in another area in a broader range of coursework. The certificates only consist of four courses.

R. Johns made a motion to accept the certificate language as submitted, seconded by D. Zinger. **Motion passed 6 for, 3 against.**

C. CEET #3 – TECH 406 – PRQ MATH 155 C or better

Clarification of the prerequisite for TECH 406. PRQ: Math 155 with a C or better and TECH 211.

Motion to approve was made by J. Wolfskill, seconded by D. Gorman. **Motion passed unanimously.**
D. CVPA #1 – ARTD 303 – Prerequisite

M. Parks indicated that the School of Art has now withdrawn this course for General Education consideration. D. Smith indicated that the issue is now one of limited admission/retention. After a brief discussion a motion was made by J. Wolfskill, seconded by S. Johnston-Rodriguez to approve the prerequisite of the successful completion of a portfolio. **Motion passed unanimously.**

V. ADJOURNMENT

A motion to adjourn @ 4:13 p.m. was made by J. Wolfskill, seconded by J. Umoren. **Motion passed unanimously.**

Respectfully submitted,

Jeanne Ratfield  
Administrative Assistant  
Office of the Provost