

Educational Policy Committee (EPC)

February 11, 2015

Present: Professors Linda Lohn (Chair), Niamh O’Leary, Susan Wansor; Student Representative Leslie Green ’17; and Provost Cindy Speaker

The meeting began at 3:00 p.m.

1. Minutes from February 4, 2015 were approved.
2. Incomplete Grade Policy –The Committee discussed the current incomplete grade policy. Issues considered included: the rationale for the restriction on the time frame to the last three weeks of classes; the feasibility of the amount of work that needs to be made up; the time frame for completing the work; the advisor’s role in the process; inconsistent use by faculty as far as pushing incompletes; variability in the definition of “extraordinary” as pertaining to the circumstances warranting an incomplete; what documentation is necessary; students’ understanding of dropping a course, withdrawing from a course, and contracting for an incomplete grade. There was consensus among Committee members that the Director of Academic Advising and Success and the instructor should be involved in the approval process. As there is a 2-week gap that currently exists from the last time to withdrawal from a class (the end of the 9th week for full semester courses) to that last three weeks of classes, the Committee felt that it was appropriate to move the incomplete option to begin with the last five weeks of classes as well as continue through the final exam period. The current incomplete grade form contains language that the student must be able to complete the remaining work without attending classes which Committee members found problematic and suggested that the language be changed to “can be” completed. The Chair will draft the notice of motion to take to the faculty. If approved, the current form will need to be revised.
3. Pass/Fail – The Chair will send to the Committee the communication she received from the Director of Academic Advising and Success with concerns regarding the current Pass/Fail policy.
4. Academic Calendar – The Committee resumed its prior discussion of the academic calendar as it specifically relates to the spring semester and Martin Luther King Jr. Day. Concerns were expressed to starting the spring semester before MLK Jr. Day as it would make it more difficult for students to complete January internships. And given the calendar change from two years ago, the available time in January has already been reduced. Concerns were expressed that the poster session for internships held this January created conflicts with classes. The Provost indicated she would talk with the Director of Experiential Learning and Career Services

regarding this. The Committee ended the calendar discussion with a brief consideration of the purpose of the study period and the final exam period.

The meeting adjourned at 4:01 p.m.

Respectfully submitted,

Cindy Speaker