CAP Minutes for meeting, March 25, 2015

Present: A. Bonnano, K. Clark, J. Day, C. Dowling, W. Heisler, M. Huguet-Jerez, J. Johnson, M. Marino, D. Morales, J. Palmgren, B. Rifkin, S. Monseau, A. Peel

Invited: M. Leigey, T. Kress

[1] B. Rifkin proposed and M. Huguet-Jerez seconded a motion to approve the minutes from the March 11th meeting. The motion was approved unanimously.

[2] T. Kress and M. Leighey explained the ASSPC response to the Academic Advising Revisions. ASSPC would like to have 3-5 sessions of training for new advisors on a variety of topics suggested in the appendix. There was discussion of how to ensure this policy was flexible and how it would be enforced. ASSPC agree that the recommended practice for faculty to send out welcome letters to new advisees should stipulate that these letters go out once faculty are on contract in late August. A change to ASSPC revisions to the policy to include group advising classes run by Schools and Departments should state that students should take such a course from either School or Department not both. It was agreed that the requirement that faculty meet with advisees every semester can be fulfilled in one semester by this course or by group meetings. B. Rifkin suggested that ASSPC propose to Steering that the Promotion and Tenure document be revised to include excellence in advising as a category for faculty to demonstrate their worth. It was agreed that the Committee has fulfilled the charge of suggesting recommendations and M. Marino will now write up our recommendations for vote at the next meeting.

[3] The Academic Integrity Policy was reviewed and J. Day suggested changes to the definition of who could serve as an Academic Integrity Officer. It was agreed by the Committee that a tenure-track faculty member should not serve and nor should the Assistant Dean of a School. D. Morales proposed that training for the student representative on the All College Academic Integrity Board should be replaced with training for all members of the Board. M. Marino agreed to discuss both suggested changes with K. Pecor and update the policy. B. Rifkin moved and J. Johnson seconded that if the changes are made to the document in accord with Committee discussion the Committee approve the document as amended. Approved unanimously.

[4] The Committee discussed the ungraded option charge and emails between B. Strassman and Records and Registration. It was agreed that credit should be given for a passing grade which is a D and that getting credit should not be dependent on attaining a higher standard than a passing grade. The deadline for a student to choose to apply for the ungraded option in a class was discussed. B. Rifkin proposed that students should be able to decide to apply for an ungraded option up until the Withdrawal date in the ninth week of the semester. There was some discussion about the advantages and disadvantages of allowing such a long window. It was pointed out by D. Morales that a student request for an ungraded option might be declined and students would have taken the majority of the course and that it also might encourage students not to participate fully in a class.

[5] The Committee discussed the charge related to Incomplete Grades and D. Morales provided perspective and data from the Office of Records and Registration regarding this issue. M. Marino stated that he will use this information to prepare a preliminary recommendation on this issue and that this could be discussed on the April 8th CAP meeting.

[6] Meeting adjourned 2.50 pm.