Academic Policies Committee

Minutes

25 October 2019
Minutes approved:

In Attendance: Agnieszka Chwialkowska, Nancy Pencoe, Soo Moon, Emily McKendry-Smith, Carrie Carmack (sub for Spencer Slattery), Gavin Lee, Patrick Erben (sub for Randy Hendricks), Michael Hopper, Jean Cook, Donna Haley, Ashley Lewis, Wanda Eidson, Joe Fernander

The meeting began at 2:00 PM.

I.   Approval of September 27, 2019 Minutes
   a. The minutes were approved without correction. Gavin Lee opted out from voting as he was not present at the September meeting.
II.   Undergraduate Certificate Guidelines
   a. An issue was raised regarding General Guideline #5, which states that students should be admitted to certificates and complete 50% of course requirements prior to attaining senior status.
      i.   Wanda Eidson clarified that departments will play a strong role in how students combine certificates with major requirements.
      ii. Emily McKendry-Smith noted that in Sociology, some students do not enter the major until they are seniors or close to being seniors.
      iii. Joe Fernander noted that embedded certificates resolve this – students can take some courses that apply to the certificate and to the major. He also noted that Sociology's certificates work well.
   b. Donna Haley referred to Specific Requirements #6 where students must declare their intention to do the certificate to their academic advisor or the certificate coordinator.
      i.   Wanda Eidson clarified that students must notify but the advisor isn't responsible for making sure that the student completes the certificate.
      ii. Joe Fernander explained that the BOR requires that certificates be awarded at the same time as the degree is awarded.
   c. Donna Haley raised the issue of the common application for certificates.
      i.   Joe Fernander explained that there is a common application, but it is not used by some certificates, such as microbiology and musical theatre.
   d. Gavin Lee inquired what the registrar's office would like the APC to do.
      i.   Joe Fernander noted that he will send a link to the APC. He noted that the BOR is relatively lenient with certificates but has two requirements:
         1. That they fit in with the degree program.

2. That they are awarded at the same time as the degree.

e. Gavin Lee noted that an issue seems to be if students must declare that they are doing a certificate or if they can complete one accidentally.

   i. Joe Fernander explained that in order for there to be an attribute in Banner about the certificate, the student must declare. This attribute needs to exist prior to the student's degree being awarded.

   ii. Jean Cook suggested that students don't need to declare this at the beginning of their senior year. She asked what is the deadline for when a student can no longer add to their degree?

   iii. Joe Fernander explained that 3 weeks prior to graduation, there is an email with a list of students receiving certificates. This is checked by the department to make sure the certificates are awarded. This should not be done after a student has been awarded their degree and their transcript has been issued.

   iv. Agnieszka Chwialkowska noted that the policy needs to make the deadline clear, and also that departments could have their own limitations.

   v. Joe Fernander noted that the registrar's office would like students to declare that they are doing a certificate as soon as possible.

   vi. Emily McKendry-Smith noted that having students declare has worked well for sociology; it has saved the labor of sorting through classes to see who earned a certificate, and students get more advice on how to complete the certificate.

   vii. Joe Fernander noted that the registrar's office has had this declaring process in place for a year and a half and has received positive feedback.

f. The committee moved to the more general question of what as a university do we envision for embedded certificates?

   i. Gavin Lee asked if certificates go through UPC or CHIP?

   ii. Donna Haley clarified that certificates go through UPC, but their requirements are created by departments.

   iii. Wanda Eidson noted that there should be two lists. One list should be for the certificate's creation and note guidelines, modifications, and processes for administering the certificate. The other list should be information for students.

g. Donna Haley noted that the General Guidelines need to also have a #14 where it is stated that certificates cannot be earned after graduation.

h. Wanda Eidson referred to #6 in the Specific Requirements. In order to ensure that students are making progress to graduation, we would like students to notify their advisor that they are pursuing a certificate.

   i. Donna Haley suggested changing this wording so that students must "declare" and also notify their academic advisor.

       i. Agnieszka Chwialkowska returned to the issue of the deadline to declare the certificate.
- i. Jean Cook suggested that a line be added to the guidelines stating that departments can establish deadlines and should publish them on their websites.
- ii. Emily McKendry-Smith noted that by the last 8 week session of their last semester, students should know which courses they are taking, so the deadline could possibly be any time after this session has begun.
- iii. Nancy Pencoe raised the issue that some students do not pass their classes.
- iv. Gavin Lee asked if a student can delay graduation to do a certificate?
- v. Jean Cook asked about a scenario where, a week before graduation, a student realizes they have taken all the classes for a certificate and wants to receive it.
- vi. Joe Fernander noted that there is a utopian deadline and also the hard and fast deadline that once a degree has been awarded, the certificate cannot be awarded after that. He suggested that students declaring a certificate should be done before they apply for graduation.
     1. A question was raised about reminding students to do this. Joe Fernander noted that the Registrar sends out reminder emails about applying for graduation and can add verbiage about this.
- j. This item was tabled.

III. Restricting Students from minoring in the same area as one's major
- a. Agnieszka Chwialkowska noted that the committee has been provided with the results of a survey sent to department chairs about this issue.
- b. Joe Fernander noted that students have requested to major and minor in the same thing and we currently don't have a policy that could be referred to that this cannot be done. We are anticipating that this issue will continue to come up given the increasing number of programs UWG has in film, such as a student wanting to do the BIS with a film pathway and a minor in film and video production.
- c. Wanda Eidson noted the issue of programs that require students to have a minor. Students may he seniors and have no declared minor; they ask if their minor can also be in their major. She gave the example of a student doing a BBA in MIS with a minor in economics who is also doing a BA in international economic affairs (so there is no unique coursework for the minor in economics). Having the proposed policy would allow us to tell students that they cannot do this.

d. Wanda Eidson noted that an issue with the Mass Communications film and video production has come up because of the Georgia Film Academy film and video production.
e. Agnieszka Chwialkowska asked about a course counting for both a major and a minor.
f. Wanda Eidson noted that a course not counting towards both a major and a minor is BOR policy.
g. Agnieszka Chwialkowska noted that based on the feedback in Senate, the first sentence of #7 is seen as acceptable but the second sentence is seen as too prohibitive.
    i. Wanda Eidson noted that the BOR policy number can be added to this policy to direct readers to the relevant BOR policy.
h. Jean Cook noted that there seems to be confusion on how courses may count with Core Area F.
    i. Joe Fernander explained that Area F is the core. The major is 3000 and 4000 level course and maybe some 1000 and 2000 level electives, depending.
    ii. Wanda Eidson noted that #4 could be expanded to note that courses taken for Area F which aren't in the major can be counted.
i. Patrick Erben raised the issue that in the English department, there may be different courses that have the same course number.
    i. It was clarified that as long as the courses have different names, having the same course number should not be an issue.
j. Joe Fernander suggested modifying the language to read that courses *used* in the major may not be *used* in the minor.
k. Patrick Erben suggested adding language noting that the issue of a course being the same is determined by the name of the course, not the course number – this would provide clarity for special topics courses.
l. Joe Fernander noted that minors can share courses with Area F. Minors cannot share courses with majors.
    i. Agnieszka Chwialkowska noted that #4 should be clarified to reflect this – that courses used in Area F may be counted in a minor.
m. Emily McKendry-Smith note that the theatre department had expressed concern about how this would impact their majors and minors.
    i. Wanda Eidson suggested that this would require a judgment call depending on the student's film pathway. For the BIS, a student's major will be listed as "Interdisciplinary Studies" and "film" will be noted on their transcript in a comment. We don't want to prohibit students from doing a minor if the content is diverse enough to not be overlapping.
    ii. Joe Fernander noted that an issue with the BIS is that we do not know what students are going to do. Only one BIS has been awarded so far and

the Registrar's Office doesn't learn their pathway until the end of their degree.

    n. Donna Haley raised the possibility of adding an exception clause to the policy.

        i. Joe Fernander noted that some students will go to great lengths to try to find exceptions.

        ii. Wanda Eidson noted that students sometimes read "can" for "may."

        iii. Joe Fernander noted that students who have read the catalog no there is no policy on this.

    o. Emily McKendry-Smith noted that creating and implementing this policy will not prevent students from taking additional coursework in their major.

    p. It was discussed that many comments from the survey are confusing. Joe Fernander suggested that this confusion can be addressed with a conversation at Senate.

    q. Jean Cook suggested amending the policy to make the issue of Area F clear in #4 and #7.

    r. This item was tabled.

IV. Repeating a course to replace a grade – policy limiting number of course attempts

    a. Nancy Pencoe noted that other institutions have policies where a course can be taken a maximum of 3 times. At Kennesaw State (in their equivalent of COSM), the 3rd time a student wants to take a course, they must petition to the dean and receive remedial help.

    b. It was noted that UWG offers many services that could provide remedial help, such as academic tutoring and tutoring inside departments. These students already keep records on who is attending.

    c. Emily McKendry-Smith noted that if students cannot pass a course in the number of allowed times, and the course is required for a major, then the student would not be able to earn that major.

        i. Michael Hopper used the example of a student taking an accounting course for the 5th time. We want students to be able to succeed in their majors.

    d. Donna Haley noted that there is a management issue with the proposed policy – it cannot be done in Banner.

        i. Gavin Lee asked if this could be managed at the departmental level?

        ii. Donna Haley noted that this is similar to the issue with implementing the limited withdrawal policy.

        iii. Nancy Pencoe noted that even without perfect management, we will still be able to catch many students and requiring them to receive help will be ultimately beneficial.

    e. A question was also raised – if a student take a course multiple times, which counts for a grade? The highest grade? The most recent attempt?

f. Agnieszka Chwialkowska noted the things that would need to be determined for UWG to develop a policy on this:
    i. Number of times students can take a course
    ii. How this will be managed
    iii. Exceptions
    iv. Remediation
    v. What would happen if a student didn't follow through with remediation
g. Donna Haley noted that Kennesaw would need to have their own internal Banner system to manage this policy. In UWG's Banner, there is nothing that could be done to prevent a student from registering for a course again after the number of times has been exceeded.
h. This item was tabled.

The meeting was adjourned at 3:16 PM.