

Curriculum and Policies Subcommittee Meeting Minutes
April 11, 2023

Voting Members Present: Michelle Berry, Joan Curry, Leslie Dennis, Karin Nolan, Amber Rice, Caleb Simmons, Joost Van Haren

Non-voting Members Present: Sharon Aiken-Wisniewski, Cassidy Bartlett, Carmin Chan, Abbie Sorg, Claudia Stanescu, Alex Underwood

Guests Present: Noelle Sallaz, Marie Willard

Voting Members Absent: Jeff Millburg, Richard Vaillancourt

Chair Joost Van Haren called the meeting to order at 3:37 p.m. A quorum was established with 7 voting members.

- I. **Approval of Curriculum & Policies Subcommittee meeting minutes, 3/14/2023**
Karin Nolan moved to accept the meeting minutes from 3/14/2023 as submitted. Michelle Berry seconded the motion. The motion passed with 6 votes in favor and 1 abstention.

- II. **Continued Discussion Items**
 - A. **Grades and the Grading System**
Presenter: Abbie Sorg

Continuing the discussion from the March meeting, the committee was reminded of the intention to remove some of the conditions for Pass/Fail Option grading, such as the requirement that students be concurrently enrolled in 12 units with a regular grading basis, pending whether this is a requirement for international students' visas. Representatives from International Student Services (ISS) were present to explain visa requirements.

Discussion continued:

- ISS representatives first informed the committee that international students' visa requirements do not specify that a certain amount of courses must have regular grades. Therefore, this student population would not be negatively impacted by removing the current requirement of 12 units of regular grades to concurrently register for a P/F Optional course.
- Turning discussion to the I grade, one member asked what amount of coursework constitutes a minor portion; they posed the question of whether a percentage should be specified in policy or left to instructor interpretation.
 - Committee members decided that the policy should leave interpretation to instructors by specifying "a minor portion *at the discretion of the instructor*".
 - Another member suggested that faculty should be instructed in the course syllabus templates to define what is a sufficient amount of coursework to request an I grade.
- One member felt the policy wording did not clearly state that students must be passing the class to file for an I.

- Another member clarified that this refers to students who would be passing *if* they were to complete the incomplete assignment, not students who would be failing regardless of the incomplete assignment.
- Members agreed the policy should further clarify this stipulation. To keep the requirements clear, members asked for a bulleted list in policy of what conditions students must meet to be granted an I.
- All committee members agreed to removing the current requirement of 12 units of regular grades to enroll in P/F Option courses.
- A second member asked how any of the other P/F Option requirements are serving students or the institution. Some noted that because P/F Option courses do not further progress towards degree outside of electives, the conditions may have originally been put in place to protect students and keep them moving forward towards their degree.
 - One member pointed out that because not every student at the institution is seeking a degree, these stipulations are unnecessarily restrictive.
 - Members felt these restrictions, including the required sophomore standing and a 2.0 GPA to enroll in P/F Option, should also be removed. Instead, there should be individual intervention for students who seem to be abusing the P/F option.
 - To reflect the removal of these conditions for the P/F Option, a member suggested updating policy language that refers to “qualified” students, as technically all students should now qualify for the P/F Option.
- Members agreed to remove the current limit of 2 P/F Option courses per term, but maintain the accumulative limit of 12.

The subcommittee requested the Office of the Registrar to make the following updates to the proposal:

- **Remove all eligibility requirements from the P/F Option, including sophomore standing, a GPA of 2.0 or higher, and concurrent enrollment in 12+ course units graded with regular grades**
- **Remove the limit of 2 P/F Option courses per term**
- **Remove the word “qualified” from “For certain courses, a qualified student may elect to register under the Pass/Fail Option”**
- **Reformat the Incomplete requirements as a bulleted list**
- **Clarify that an I grade is for extenuating circumstances**
- **Clarify that “All but a minor portion of the coursework” is at the instructor’s discretion**
- **Add that in order to assign an I grade, it must be possible for the student to earn a passing grade once the remaining coursework is completed**

The updated proposal document was sent to the committee via e-vote following the meeting.

The updated Grades and the Grading System policy proposal passed via e-vote with 7 votes in favor and 2 abstentions.

B. Enrollment Policies

Presenter: Abbie Sorg

The committee was reminded of the previous interest in reducing undergraduate full time status during summer term to 9 units. This had been requested by ISS, and was supported by benchmarking that showed many peer institutions have a reduced full-time status for summer. At the previous meeting, the Office of Scholarships and Financial Aid informed the committee that because full-time status cannot be reduced for financial aid purposes, this change would result in establishing a different full-time status for academic versus financial purposes. As this is confusing for students, the committee was hesitant to proceed, and wanted to hear from ISS on why specifically summer full-time status should be reduced.

Discussion continued:

- Representatives from ISS informed the committee that international students affected by the current full-time status for summer are primarily F1 visa holders. All international students enrolled in summer term must have full-time enrollment to comply with their visa requirements. This number is difficult to meet as a minimum of 9 credits must be in-person or flex courses, and many summer courses are only offered in an online modality. For this reason, ISS admissions does not admit many students for summer term. For communities such as student athletes, however, this is unavoidable. These students face difficulty due to the accelerated nature of summer term at a time when they are adjusting to change. ISS estimated that there are 20 students in this category.
- The committee agreed that reducing full-time status for academic (but not financial) purposes, which would cause confusion for the majority of students, was not an equitable trade-off to accommodate the few international students that begin in summer term.
- One member voiced that the real issue was course availability rather than full-time status, since in-person course offerings over summer are limited.
- When another member asked if students could be instructed to arrive early to ensure sufficient time to take courses in different sessions, an ISS representative responded that this would work ideally, but ISS is unable to control when coaches ask their student athletes to arrive for training.
- ISS asked that the revised policy explicitly outline full time status for summer, so they had clear policy to direct students to.
- One member asked why summer needed a full-time status specified. Other members responded that it is necessary for reporting purposes, financial aid, and for online students, for whom summer term is no different than fall or spring.

The subcommittee agreed that the Office of the Registrar should make the following changes to the proposal:

- **Revert full-time status for summer term to 12 units for undergraduate students**
- **Remove the table for undergraduate full-time status, as it is the same amount of credits for each term**

The Office of the Registrar made these updates to the draft. The updated proposal document was sent to the committee via e-vote following the meeting.

The updated Enrollment Policies proposal passed via e-vote with 6 votes in favor and 3 abstentions.

C. Undergraduate Syllabus Templates

Presenter: Abbie Sorg

The committee was informed that the Office of the Registrar would be administratively updating the syllabus templates to include safety information for use in the summer and fall 2023 terms and beyond, with approval from the Provost. The updates include making the previously recommended safety information required for courses with in-person instruction, adding an additional resource from the Critical Incident Response Team, updating the link for the safety video, and updating other inactive links.

Discussion began:

- Two members asked that syllabus template contents be updated with inclusive wording for online students as well as those attending other campuses and locations. In particular, they wanted to see this change regarding safety.
- Another member suggested redesigning the templates to be more of an outline that points to other policies, so when the policies themselves are updated, the syllabus template does not need to also go through the approval process.
 - One member felt that links would be more effective in the syllabus, as the majority of students will skim over the information unless it applies to them.

Discussion of the syllabus templates will resume in Fall 2023.

Joost adjourned the meeting at 5:09 p.m. The next subcommittee meeting will be held in Fall 2023.

Respectfully submitted by Cassidy Bartlett, 4/19/2023