Curriculum and Policies Subcommittee Meeting Minutes
August 24, 2021

Voting Members Present: Joan Curry, Moe Momayez, Lisa Rezende, Chair Claudia Stanescu, Jennifer Schnellmann, Joost Van Haren

Non-voting Members Present: Molly Bolger, Roxie Catts, Abbie Sorg

Voting Members Absent: Leslie Dennis, Jack Haskins, Roman Lysecky, Amber Rice

---

Chair Claudia Stanescu called the meeting to order at 3:30 p.m. A quorum was established with 6 voting members.

I. **Introductions and Meeting Procedure**
   Claudia welcomed members and asked for introductions; Claudia will chair the Curriculum & Policies subcommittee, and Joost Van Haren will lead some subcommittee meetings when Claudia's teaching schedule prevents her attendance. Subcommittee membership may shift between the first and second subcommittee meetings of the year as members select which subcommittee to participate in. Roxie Catts noted that she is a member of the Pandemic Academic Council and would be happy to bring pandemic-related feedback from this group to the PAC.

   The roles and responsibilities of committee members were reviewed for new and returning members. Committee members should not feel pressured to approve every proposal as submitted- the experience and perspective of the colleges is needed to find potential pitfalls, and can help to adjust proposed language or ask for more information to ensure that new and updated policies are the best they can be when approved. It's more important to have a solid proposal that may take some time to perfect than it is to approve a proposal quickly and then need to update it right away.

II. **Discussion Items**
   A. **Policy Roadmap for 2021/2022**
      Presenter: Abbie Sorg

      Over the summer the Office of the Registrar, with input from the advising community, put together a list of several policies that need to be reviewed- some that require specific updates, and others that have been identified as pain points for students, faculty and staff but which need to be reviewed to determine what revisions would best serve students and the institution as a whole. While

      Policies to Revise
      - Class Attendance, Participation, and Administrative Drop – Provost has asked us to revisit the attendance policy to incorporate many of the items from this last year's modifications.
      - Audit Policy – remove or incorporate the Procedures – update to allow for auditing prior to the first day of the semester.
      - Undergraduate Academic Petitions – add time limit for petitions to align with retroactive withdrawal; revise to be clearer for students
      - Choice of Catalog – rewrite or reformat to make clearer for students.

      New Policies to Create
      - Posthumous Degree – currently have a procedure, but want to codify this in policy to better support families

      Policies to Review/Benchmark

- Double Use of Courses (Double Dipping)
- Grade Replacement Opportunity (GRO)
- Repeating a Course
- Undergraduate Change of Schedule (Drop/Add) / Unit Maximum on Course Withdrawals

Discussion commenced:
- For the Withdrawal policy and GRO policy, the recent temporary policy changes enacted during the pandemic have made it difficult for students and advisors to determine where students stand. These changes/exceptions were necessary and appropriate, but still have muddied the waters for advisors who need to help students understand and follow policy.
- Technology abilities and limitations are necessary to consider when reviewing potential new policies.
- While the GRO policy prohibits its use by students with more than 60 units, the advising community has identified that in some cases the GRO could be helpful for junior and senior students to save a scholarship. Additionally, the GRO is generally not an option for students transferring to the UA from another institution who already have 60 units. Unintended consequences of the policy have created an unequal playing field depending on whether the student started at the UA or at another institution.
- Of the existing list of potential policy updates, it seems that those touching course and student modality (Class Attendance policy and Audit policy) would be the most urgent to work on, as the pandemic continues to affect students and faculty in these areas and will likely do so for some time.
- For the list of Policies to Review, it would be best to include those early on in the year since more work needs to be done to review and plan for proposed changes.
- Who would propose changes based on the review of these policies? Officially, it is possible for any unit to submit a policy proposal. It would be possible for the subcommittee to draft and propose a policy change if the group wishes to do that. If not, the Office of the Registrar could draft the policy proposal to submit to the subcommittee for their feedback and review. It would be preferable to have as many eyes on the proposals as possible from the beginning, to ensure that the policies that are passed have been considered from as many angles as possible and reduce the likelihood of policies needing to be amended multiple times to fill gaps.
- The subcommittee would prefer to have a proposal in front of them to review and react to during the meeting, rather than be asked to come up with the proposed language themselves in order to solve a specific problem. Having a proposal to consider will help to focus the discussion for the subcommittee.
- The advising community is the group that often has the most relevant feedback on the implementation of policy, since they are the ones that work directly with students and run into ambiguity or contradictions within existing policies, as well as conflicts between policy language, the best interest of students, and the values of the institution.

The Office of the Registrar will prepare an initial proposal draft of the Class Attendance, Participation, and Administrative Drop policy, to be discussed at the next meeting.

Claudia adjourned the meeting at 4:13 p.m.   The next Subcommittee meeting will be held on September 21, 2021.

Respectfully submitted by Abbie Sorg, 9/7/21