

Minutes  
Undergraduate Academic Affairs Committee  
November 2, 2017

**Members in Attendance:** A. Rellergert, C. Boyd, D. Barbeau, D. Carter, E. Gockel-Blessing, G. Barker, J. Haugen, J. Masiulis, J. Burwinkel, K. Thatcher, M. Baltus, M. Higgins, N. Westhus, R. Cole, R. Wood, S. Naeger

**Call to Order:** Rob Wood called the meeting to order at 9:00 a.m.

**Approval of Minutes from the October 5, 2017 Meeting:** Minutes from the October 5, 2017 were approved.

**New Business:**

- Proposed Review Rubric:

Beth made changes to the rubric as recommended at October UAAC meeting. This document will be used when the members of UAAC review new programs with substantive changes. This document identifies the key things that everyone should look at. The idea was that if the members were to read over proposals before the meeting, the rubric can be used to help determine if certain things are being met or not. This should lead to a more dynamic, focused discussion.

The revised document will be finalized and made accessible to the committee.

- Academic Records Revision Committee (ARRC):

The responsibility of this committee is to review petitions from students requesting changes to their permanent academic records. The committee members will be an anonymous group of faculty members. Presently, this process is handled by Rob alone.

This committee will protect the university, the students, and it incentivizes the faculty members to engage in good behavior.

The members recommended that this committee be smaller. Three faculty members, rotating Colleges, with a staggered three-year term was suggested. The committee members will be nominated by the deans and approved by the Provost. Rob will revise and policy will be revisited.

- New Incomplete Policy:

This replaces the thirty-day limit for graduating students. The rewrite clarifies the policy and is meant to give faculty direction and discretion.

More work needs to be done on this policy. The word “satisfactory” needs to be defined. Also, the student must have a passing grade and has completed a substantial portion of the coursework normally considered 2/3rds. The policy is not meant to limit a faculty member from doing what is in the best interest of that particular case at that time.

Minor modifications will be made to this policy.

### **Old Business:**

- Academic Definition Modification

Will wait for Jay Haugen to discuss.

- Policy on the Application of Graduate Coursework to Undergraduate Programs:

Language needs to be changed in the first paragraph defining accelerated program.

Rob would like to have a document that everyone is comfortable with that can pass. It was decided that changes need to be made to the draft. In number 2, the words “non-terminal” needs to be added after the word accelerated in the first sentence. In number 3, the word “terminal” should be added before the words post baccalaureate. In number 3, “minimum 60 hours” should replace “more than 36 credits”.

Jay will clean up this draft and send it out to the members.

Meeting adjourned at 10:28.