

Dear colleagues,

The approved minutes for the CAP #16 meeting from March 22, 2018 are attached, and shown below.

**COMMITTEE ON ACADEMIC POLICY,  
Minutes of Meeting #16 on March 22, 2018, SL 124**

Present: M. Humi (Chair), M. Chudy, M. Elmes, A. Heinricher, D. Olinger, G. Salazar, N. Rahbar, M. Tao

Guests: D. Harmon, S. Miles

1. The meeting was called to order at 1:00 pm by Chair Humi.
2. Ms. Dana Harmon, the director of physical education, recreation, and athletics, provided her feedback on the CAP's initiative on developing guideline son student's absence from class and make-up work. She explained the important role of Physical Education (PE) Department and the goals of the department. She further explained that her department does not seek accommodation for PE courses or practices for varsity sports. She asked that CAP consider a policy defining varsity competitions as a university-sponsored event that justify excused absences.
3. CAP discussed some specific issues with Director Harmon about how faculty members can accommodate the missed classes and exams. Director Harmon mentioned that PE staff and coaches have proctored and are willing to proctor the exams. Prof. Humi asked about what PE department would prefer for languages on the student absence policy and how the athletics make up the missed classes and studies. Prof. Heinricher added that most of the athletes worked hard to make up the missed classes and clarified the purpose of CAP's initiative on the student absence policy. Prof. Humi further raised the issue that some faculty members have the class policy taking attendance into consideration in student's final grade, especially classes where in-class discussions are important. Prof. Salazar suggested the athletes should communicate early with their professors about their varsity schedule such that the faculty members could accommodate the absence requests. Prof. Heinricher has drafted some policy on the student excused absence and has sent to the CAP members. Prof. Heinricher and Director Harmon will work together to finalize the policy draft.
4. The meeting adjourned at 1:50 pm.

Respectfully submitted,  
Mingjiang Tao, D18 CAP Secretary