

**COMMITTEE ON ACADEMIC POLICY,  
Minutes of Meeting #9 on December 1, 2017**

Present: M. Humi (Chair), A. Heinricher, D. Olinger, M. Chudy, M. Liberacki  
Guests: A. Zeng, S. Miles

The meeting was called to order at 12:05 pm by Chair Humi.

B. Eddy has resigned from CAP. The committee thanks Beth for her service. Chair Humi will ask COG to name a replacement.

**CAO/CAP Motions on new course categories**

A. Zeng (CAO Chair) presented two proposed motions. One motion recommends creating Category III courses which would appear in the undergraduate catalog with departments/programs free to schedule these courses as needed. Category III courses would be offered at the discretion of the department/program. A second motion would establish new rules governing Special Topic (ST) course offerings. These courses would have a disciplinary designation and a designated course number with students allowed to take repeated offerings of the course with different topics. On student transcripts, these courses would appear with the ST designation and a custom course name.

The committee asked about differences between the new course categories and existing experimental and ISP courses, and discussed some possible operational issues with the new categories. It was suggested that the motion state that Category III and ST courses shall be approved by faculty vote within the appropriate department/program prior to seeking CAO and Faculty approval. It was also suggested that CAO prepare a yearly report listing the Category III and ST courses offered each year.

CAO will consider CAP's suggestions and bring a revised motion back to a future CAP meeting.

**Late grade submissions by faculty**

S. Miles raised the issue of late grade submissions, particularly for ISP and project grades, at the end of academic terms. CAP believes that the current grade deadline of three business days after term end has never been formally approved by the Faculty. S. Miles stated that a later deadline would raise operational issues, make it impossible to evaluate academic standing in a timely manner, and keep students from receiving grades early enough to make course scheduling decisions for the next term.

A related issue of creating a list of past CAP approved policies on the CAP website was briefly discussed.

A. Heinricher requested that CAP consider establishing a policy for excused student absences from classes at a future meeting.

| The meeting was adjourned at 12:55 pm by Chair Humi.

Respectfully submitted,  
David Olinger, CAP Secretary