

Committee on Academic Policy

Minutes of Meeting #17, Academic Year 2016-2016

February 29, 2016

Present: L. Capogna; J. Doyle (Chair); F. Egan; J. Hanlan; A. Heinricher; J. Hanlan; J. Rulfs

The minutes of the meetings of February 15 and February 23 were approved as revised.

Prof. Craig Shue will be CAP's appointee to CITP.

Dean Heinricher will inquire of SGA about the second student member of CAP for D Term.

Prof. Doyle reported to CAP on an item of business suggested by Prof. Rissmiller in his role on UOAC. The paper version of the electronic Completion of Degree Requirement (e-CDR) forms (the version that faculty have to physically sign) has had submission deadlines extended, in some instances into the succeeding academic term, by the Registrar's Office due to the crunch of work facing the Registrar. Normally such forms would be due on the day prior to the start of the next academic term. By allowing for an extended deadline, students with a full academic load can be (or are) finishing up project work from the prior term, and thus detracting from their ability to concentrate their full attention on their current term's work. Considerable discussion of this problem ensued. It was agreed that Faculty policy should set the deadline for e-CDR submission. In those rare cases where students must, understandably, submit late, this problem can be dealt with by an appeal to the Registrar's Office. The "Petition Form" exists to address this need. It was agreed that Prof. Doyle would invite the Registrar to CAP to discuss this policy.

Following on the previous item, CAP discussed the need for a comprehensive "Policy Manual" of policies voted in place by the Faculty. As the situation now stands, we rely largely on either memory or customary practice to define academic policies. As memories fade or personnel change, policies can become confused or forgotten. CAP agreed that this is a problem which it should address.

CAP members were asked to reserve MONDAYS at 2 p.m. for meeting times during term D'16.

Respectfully submitted,

James P. Hanlan