

## ACADEMIC POLICIES COMMITTEE

Monday, March 18, 2024  
2:30p.m. | UC Council Room  
*Minutes draft*

Present: Allen, Benedict, Bermudez, Cieminski, Heiny, Leatherman, Leonard, Levin, Matchett, Muller, Newman, Senbet  
Via Zoom: Kang, Parker  
Absent: Bailey, Couch, de la Torre, Larson

### Call to Order 2:31pm

Approval of the Agenda approved without objection

Approval of the February 26, 2023, meeting minutes approved without objection.

Announcements/Chair's Report (Levin) – Cristin Turner is joining us today to discuss the 4-day finals week.

### Reports from Councils

Graduate Council (Cieminski) – No report, they will meet on Thursday.

Liberal Arts Council (Muller) – The Liberal Arts Council Met on 3/5 and revised LAC board policy to reflect current practice more accurately. Hoping it will make it thorough faculty senate and faculty vote this semester. Working on:

- Indirect Syllabus Review (ISR) to check syllabi used to teach LAC courses to insure meet gtP and LAC requirements.
- Direct Assessment - reached out to NHS to remind of required assessment in LAC courses, Spring 2024. Sending out memos to units with Written Communication courses to begin preparation for direct assessment 24-25.
- Working with registrar to update transfer criteria for courses that do not automatically transfer as LAC or as a UNCO course but could transfer as LAC.
- Working on a student survey to collect indirect assessment data on LAC courses.

Professional Education Council (Bailey) – No report.

Undergraduate Council (Larson) – The Undergraduate Council is meeting tomorrow.

Student Government Association (Michell) – Candidate applications are due Friday.

### Special Reports

### Special Order

### Unfinished Business

- **Four-Day Final Exam schedule**
  - [Final Exam Schedule resolution.docx](#)
  - DISCUSSION:
    - During finals week the Disability Resource Center (DRC) organizes testing into two blocks, a morning session and afternoon session.

- Students are scheduled to a block based on the closest time to their actual final.
      - Fall 2023 – 33 students in the morning session and 3 in the afternoon session.
      - Based on the work that Benedict has done, schedules show that finals are morning heavy which coincide with the DRC.
    - If the time is reduced, administration may see it as a way to move forward. Along with, being helpful for the DRC and students to prepare for the next final.
      - Most students do not use the full 3+ hours in the DRC.
    - With a 4-day final week the DRC can utilize Friday for cases where students need more time to schedule exams.
    - It is difficult to honor specific instruction from instructors using the 2-block system.
      - If there is a balance between the finals schedule and the DRC more exams can be accommodated and scheduled
    - It is essential to the DRC that there is faculty cooperation and communication when moving forward.
  - MOTION: Benedict motion to bring the resolution to Faculty Senate, seconded by Leatherman.
  - VOTE: The motion is approved unanimously.
- **Curriculum Process Revisions**
  - [Curriculum Process Policies.docx](#)
  - DISCUSSION:
  - 3-3-501(1)(c)
    - Learning outcomes have to be aligned with the course
      - Courses will not be approved without learning outcomes
    - In some departments, many syllabi not list learning outcomes other than LAC's.
  - 3-3-501(2)
    - Confusion on “originating unit”
    - Insert “(henceforth referred as the originating unit)” at the end of the first sentence.
    - (IV)
      - Matchett suggest removing, “registrar is to notify affected units.”
      - Remove (IV), (V) becomes (IV)
    - 3-3-501(2)(b)
      - Change “Master Syllabus” to “Model Syllabus”
    - 3-3-501(2)(c)
      - Order of (V) and (VI)

- Suggested to Flip order, send to PEC before LAC.  
Process with PEC was before LAC in previous years.
- These steps are not in a particular order and PEC can be before LAC
- 3-3-501(2)(d)TIMELINE FOR APPROVALS:
  - Give some feedback needs to be made, based on timeline
  - Within a college should report to dean or COA before Matchett
    - “Originating unit should contact their dean or CAO”
- 3-3-501(4)
  - Remove parts a) (1) and (2).
- MOTION: The motion to approve and bring to Codification made by Muller, Seconded by Leatherman.
- VOTE: Approved unanimously and will be brought to Codification for review.

Unfinished Business on hold

- **Academic Calendar** Fall break.
- **University Libraries Unit Organization**

New Business

Comments to the Good of the Order  
Adjournment 3:54pm

Oscar Levin  
Chair