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Academic Affairs Committee Minutes

Faculty Senate

11-17-2022

November 2022 Academic Affairs Minutes

University of Nebraska at Kearney Academic Affairs Committee

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**Faculty Senate Academic Affairs Committee
Minutes from Meeting
Thursday, November 17, 2022
Meeting held via Zoom**

Present: Debbie Bridges (CBT), Steve Hall (CBT), Ralph Hanson (CAS), Bailey Koch (COE), Kate Heelan (COE), Rachel Hammer (LIB), Chance Bell (FS), Joel Cardenas (AA), Lisa Neal (REG), Mark Ellis (AA), Olivia Koenig (Student Senate); Zoie Jacobsen (Student Senate)

Absent: Julie Shaffer (CAS)

Bridges called the meeting to order at 3:32 p.m.

Bridges welcomed Committee members and requested a motion to approve the agenda. Hall (Heelan) moved to approve the agenda. Motion carried.

Discussion moved to agenda items #110 - #114. Bridges noted that the subcommittee met last week and did not see red flags. Hanson (Bell) moved to approve agenda items ##110 - #114. Motion carried.

Bridges presented the Faculty Senate's draft of a new student attendance policy. Bridges reminded the Committee that the proposal was submitted by Faculty Senate with the request to send it through the Committee's formal approval process. Bridges informed the Committee that the proposal, if approved for distribution, will be sent out to campus and the College Ed Policy / Academic Affairs Committees for review and input. Resulting feedback / input received will be reviewed by the Committee at its January meeting. Heelan (Hanson) moved to send the attendance policy out for comment with response requested by December 9. Motion carried.

Discussion turned to the Finals Week Policy proposal. Bridges reminded the Committee that the proposal was submitted by Faculty Senate for the September meeting; the proposal was then sent out to campus and the College Ed Policy / Academic Affairs Committees for review and input. Resulting feedback was reviewed by the Committee during the October meeting; based on that feedback, the Committee determined the language should be revised. Bridges presented the revised language to the Committee - thanking Neal, Hanson, Hall, and Bell for their wordsmithing suggestions. The proposal also includes a preamble explaining the revision process. If approved by the Committee, the proposal will be sent to campus for review and / input.

Hall (Hammer) moved to approve the revised language for the Finals Week Policy. Motion carried.

Bridges suggested requesting feedback be submitted before the end of the semester so the Committee can act on it at the January meeting. Hanson (Bell) moved that the policy be sent out for campus review with responses requested by December 9. Motion carried.

Bridges reminded the Committee that quick turnaround on approving the minutes is needed to meet Faculty Senate's submission deadline for the December packet and to avoid delays due to Thanksgiving break – so please watch email and act on the minutes as soon as possible. Bridges also noted that she will send out a syllabus checklist for the committee to consider for its next meeting.

The meeting was rather irregularly adjourned by people leaving the meeting at 3:43 p.m. rather than a formal motion to adjourn. Somehow we all survived.

Respectfully submitted,

Ralph Hanson, Secretary
Approved via email, November 21, 2022

2022-2023 ACADEMIC AFFAIRS SUBCOMMITTEE MEETING

Academic Affairs Subcommittee 11/9/2022

Academic Affairs Full Committee 11/17/2022

NUMBER, REQUEST, LEVEL, SPECIFIC REQUEST, DEGREE/COURSE, PROGRAM/COURSE, TITLE, DEPT, COL, REASON

Courses approved by Beth Hinga to satisfy EXL requirement:

SPCH 475, Internship

#110, Alter, Program, Exercise Science Comprehensive, B.S., PEREC, COE, Making changes to the program to better fit students needs. Move PE 305 from 3 credit hours to 2 credits. Half our majors were taking 2 credit section and half 3 credit section and it was not meeting our needs. Having everyone take the same section will make advising easier and give students more options between the major and the comprehensive major. Provide CHEM 148 as GS science option. REC 485 is no longer a course so removing that.

#111, Alter, Program, Exercise Science, B.S., PEREC, COE, Making changes to the program to better fit students needs. Add PE 414 (2 hours) as an option for students to take. Provide CHEM 148 as GS option.

#112, Alter, Minor, Nutrition, PEREC, COE, We have created a volunteer practicum course that we want to add to this program to replace internship. In addition PE 495 will be removed and PE 345 will be added. In addition we felt SPCH 435 would be a good elective to add.

#113, Alter, Course, Number, Prerequisites, PE 372, Special Topics in Exercise Nutrition, PEREC, COE, This course is more of a general exercise nutrition course and we want students taking at end of sophomore/ junior year, so want to move it from a 400 level course to a 300 level course. In addition, we do not think it needs pre-requisites beyond Into to Nutrition (PE 108) so students outside of Exercise Science can take the course; Change course number, Old Value: 473, New Value: 372; Change prerequisites, Old Value: FAMS 110 and a grade of "C" or above in PE 461 or permission of instructor, New Value: PE 108.

#114, Create, Course, REC 305, Volunteer Practicum Nutrition, PEREC, COE, Students preparing for a career in Nutrition Education or pre-dietetics need more hands on learning opportunities.

Transcript of Student Attendance Policy Statement (submitted by Faculty Senate; FSAA Committee approved sending out for campus review and input):**Student Attendance Policy Statement**

Students are expected to attend all meetings of classes for which they are registered, including the first and last scheduled meetings and the final examination period. Instructors hold the right and responsibility to establish attendance policies for their courses. Each instructor must inform all classes at the beginning of each semester concerning their attendance policies in their syllabus.

Participation in official supported or sponsored University activities, serious health concerns, medical or commonly accepted personal emergencies, and religious observances are valid reasons for excused absence from classes. In case of predictable excused absences, students are expected to inform their instructors and agree on a make-up assignment prior to the absence. In case of an absence due to an unpredictable medical or family emergency, students are expected to contact their instructors as soon as possible. No adverse or prejudicial effects shall result to any student with a documented, excused absence. Those with documented and excused absence(s) shall have the opportunity to earn equivalent credit associated with the date(s) of each identified absence(s). Creating an equivalent experience, lab

experiment, assignment or test may be impossible or difficult. In this case, it is the instructor's judgment and decision in what and how to offer a substitute assignment or test/assessment.

Unanimously approved by Attendance Committee vote.
October 28, 2022

Chair: Roger Davis, CAS
Bennett Davis, Student Affairs
Bruce Elder, CBT
Bryan Artman, COE
Wendy Schardt, Health and Counseling
Dana Vaux, CBT
Nick Hobbs, CAS
Scott Unruh, Faculty Rep. to Athletics
Ladan Ghazi Saidi, COE
Anthony Donofrio, CAS
Jenny Kelly, Student
Aidan Weidner, Student
Allie Daro, Student

Transcript of Finals Week Policy proposal (revised by FSAA Committee; approved to send out for campus review and input):

Finals Week Policy Proposal:

In September 2022, Faculty Senate submitted a proposed revision to UNK's Finals Week policy to the FSAA Committee with the request to send it through the Committee's formal approval process. The FSAA Committee then sent the proposal out to campus for review and input and also tasked College Ed Policy / Academic Affairs Committees to provide input.

In October 2022, the FSAA Committee reviewed the resulting feedback; discussion identified four key themes: 1) putting date / location / time of final exam in each syllabus was unnecessary; 2) accommodation for students taking three or more finals in one day was seen as appropriate but wording needs clarified; 3) appeals process needs clarified (process begin with instructor not the dean); and 4) faculty felt that there was not a clear explanation for moving notification of any major assignments from eighth week to the fifth week of the semester.

Based on the feedback received from campus, the FSAA Committee concluded there was limited support to approve the policy as submitted and that further revision of the wording should be undertaken. The FSAA Committee, using the feedback received from faculty, proposes the following language for UNK's Finals Week Policy.

Finals Week Policy ([link](#))

Finals at UNK will be scheduled Monday through Thursday during the last week of the semester.

1. Final examinations for full semester classes are to be given at the regularly scheduled examination time only as published on the Office of the University Registrar website ([Final Exam Schedule](#)).
2. During the week prior to Finals Week, the only examinations that may be given are: laboratory practical examinations, make-up or repeat examinations, and self-paced examinations.
3. If a student is scheduled to take three or more final exams in one day during the finals exam week, the student may: take all final exams as scheduled; take the exam during the allotted day and time that is open for make-up examination or resolution of conflict, which is Thursday at

3:30pm; or take the exam during Finals Week at an agreed upon time worked out between the student and the instructor. Student's seeking accommodation are responsible for notifying their instructor at least one week before the final exam period and providing documentation proving eligibility for accommodation.

4. Projects, papers, *performances*, and speeches scheduled for completion during the last week of classes must have been assigned in writing by the end of the eighth week of the semester. This refers to the project and its scope, not the topic.
5. Complaints about failure to follow the above outlined procedures should be made immediately to the *faculty member*. If the *faculty member is not responsive to the student's concerns the appropriate department chair should be notified. If necessary, appeals can be filed with the dean of the college offering the course.* ~~appropriate department Chair, or Dean, if necessary.~~
6. Any course not having an examination during Finals Week will meet under the direction of its instructor during the scheduled Finals Week time period for a continuation of regular class work.
7. The dean may grant exceptions to this policy on the basis of good and sufficient reasons submitted to the dean in writing.
8. *All syllabi should include a Finals Week Policy statement indicating that "The final exam will be administered in the time period scheduled during finals week in accordance with University policy ([Final Exam Schedule](#)). All finals should be listed on the syllabus schedule and include date, time, and location of the final exam.*