**University Committee on Undergraduate Instruction**

**October 20, 2014**

**Meeting Minutes**

Attendance: Scott Crabill, Susan Awbrey, Carolyn O’Mahoney, Darrin Hanna, Lynn Williams, Steve Schablin, Tricia Westergard, Adam McChesney, Irene Fox, Kana Taku, Stephen Filler, Andrew Gizinski, Claudia Grobbel

1. Minute taking by C. Grobbel
2. Review of meeting minutes: Motion for approval by D. Hanna, second L. Williams. Approved unanimously.
3. General Education Minutes
	1. Meeting minutes from this committee will be reviewed by UCUI from this point on. UCUI will provide any appropriate feedback or communication from this point forward
4. **Course Repeat Policy and Course Withdrawal Policy.** Retention committee requested UCUI review the course withdrawal and repeat policy. UCUI reviewed the current policies. Group discussion about current policy of impact of course withdrawal and financial implications. Dropping within the first 2 weeks will not show up on transcripts. General discussion about why students may withdraw or need to repeat. Review data analysis provided. They following is a summary of the group discussion.
	1. Withdrawal follows university guidelines. “W” will show up on transcripts if dropped after 2 weeks but not included in GPA. Aligning academic policy with Federal financial aid guidelines would be ideal. There is financial aid impact for students if they withdraw or fail a course.
	2. Repeating course grades transcripts always shows the last grade, not the highest. The entire academic history is present in the transcript even though prior grades for repeated courses are not included in GPA.
	3. UCUI reviewed ‘Repeat Analysis” document. 5.4% of courses are repeated. Group reviewed data about most courses repeated. Discussion surrounding the data analysis.
	4. Overall committee agreement is there is no policy change at the point. Group brought up many ideas to consider such as; each school’s criteria for passing and progression. Once in major standing there are other guidelines to consider. Nursing has a 2.5 grade in order to continue. Engineering has similar process to withdraw.
		1. Look at sections and why students are failing. Might be curriculum or instructor issue that impact student success.
		2. And look beyond policy and at courses for student success. Some courses are predictors of student success in certain majors. S. Crabill informed group of student success program that will look at 10 years of data to identify courses that predict student success in all majors.
		3. C.O’Mahoney brought up the purpose of a general education, to provide a well-rounded education. Robust discussion about credit hours, impact on students and student motivation. The impact of 3 or 4 credits courses and how it limits the courses available for students to take. And the impact on faculty workload and financial impact on tuition.
		4. Policy tabled for now
5. Moribund course policy. How many course that have not been taught in the past 2 years? Course catalog reflect all courses available not necessarily those currently taught. Looking at policy of how to handle this. There may be benefit to ‘shadow’ inactive courses at a certain timeframe. Or the idea of ‘hibernation’ if not taught. Create policy to inactivate if not taught within a certain period of time. As course renumbering progresses this may be addressed. S. Crabill asks if there is a way to create a list of courses that have not been taught in four years. S. Awbrey proposes the idea of ‘hibernating’ a course as a means of being less confusing for students as they use the catalog to determine course selection. UCUI will review this information at a future meeting.
6. Good and Welfare
	1. S. Crabill brought forth information from Senate steering that a name change of a program is an information item and not a vote item. Looking for guidelines and consistency from Senate as what are rules and what are guidelines. S. Crabill will follow up.
	2. D. Hanna; brought issue of testing for our DSS students who require special accommodations. DSS office is not doing testing anymore for students requiring extra time for 1 ½ but if 2 times they might. This creates other issues for faculty. Issues of extra time testing may be sent to union for decision. Group agreed to look at this issue again.

Meeting adjourned at 10:15 am.

Respectfully submitted

Claudia Grobbel