

SENATE ACADEMIC QUALITY COMMITTEE

Meeting Report

Tuesday, February 21, 2023

via Zoom, 3:45 pm

Present: Julie Lyn Barber, Amanda Drost, Mallory Hardesty, Dan Strunk, Francesca Sunkin, Dawn Garrett Wright, Qin Zhao

I. Call to Order 3:45 pm

II. Approval of November 2022 meeting minutes

- i. Minutes were approved with a unanimous vote

III. Old Business

- i. Student Academic and Grade Complaint Procedure

(https://www.wku.edu/academicaffairs/documents/student_complaint_procedure.pdf)

- i. In November, the committee agreed that Michael Crowe should have a look at the procedure to offer feedback. Amanda reached out but didn't hear back. She will reach out again.

IV. New Business

1. The Regular and Substantive Interaction (RSI) policy:

<https://www.wku.edu/policies/docs/index.php?policy=392>

A faculty member brought forward several questions regarding the policy:

1. *Does the phrase "regular and substantive interaction" have to appear on the syllabus or does the syllabus simply need to reflect regular and substantive interactions?*
2. *Can the indications of regular and substantive interactions go on the Blackboard page if the syllabus directs the reader there?*
3. *Returning assignments within a week may be a challenge for clinical programs. Is it an average of a week or does each assignment have to be returned within a week? Might faculty in those unique areas be able to set and maintain a reasonable time frame to provide feedback?*

The committee discussed the questions with the following conclusions:

- The provost sent a memo in August 2022 indicating that each syllabus must have an RSI statement on the syllabus.
- We weren't sure about the answer to the second question.
- The policy does not mention having to return assignment within a week.

- Amanda will reach out to the provost's office for further clarification and report back to the committee.

2. Academic Advising Proposal

Julie Shadoan requested that our committee review the policy (see attachment) and offer feedback. She said that it passed Handbook Committee with edits as indicated in the attachment.

The committee discussed the proposal and decided that it looks good. Amanda will report to Dr. Shadoan that we approved of the edits but had one question of clarification raised by a committee member.

V. Meeting Adjourned 4:06 pm

Respectfully submitted,

Amanda Drost