

**SUB COMMITTEES OF THE UNIVERSITY CURRICULUM COMMITTEE**

**10/27/05**

**REPORT FROM THE CHAIR**

Chair Shadoan said she would like to bring two items to the attention of the Committee. She advised that the University Curriculum Committee has two subcommittees: A Steering Committee and an Academic Policy Committee. She asked that these two Committees be put in place at today's meeting. Chair Shadoan called for volunteers for the Steering Committee: The duties of this Committee as defined in the Bylaws are:

**Steering Committee (Bylaws, § VII-A) : to be appointed by the Chair from the membership of the Committee to interpret the Bylaws, to consider suggested changes in the Bylaws and make recommendations to the Committee, and to advise the Chair on other matters related to the operation of the Committee.**

The following members volunteered to serve on the Steering Committee:

Rhonda Helm  
Jan Hunt-Shepherd  
Carol Watwood  
Julie Shadoan, ex-officio

Chair Shadoan said the first issue for this Committee to address is the relevance of the Bibliography and the Library Resources Forms for future proposals.

Next Chair Shadoan called for volunteers to serve on the Academic Policy Committee. The duties of this Committee as defined in the Bylaws are:

**Academic Policy Committee (Bylaws, § VII-B): to be appointed by the Chair from the membership of the Committee to review proposals regarding academic requirements and regulations that do not originate from an undergraduate college/school or the Graduate Council.**

Chair Shadoan said the University Executive Committee and University Senate have asked that this Committee meet as soon as possible to **review the WKU policy regarding dropping students for non-attendance**. Chair Shadoan pointed out that the policy approved by the former Academic Council was altered by the Council of Academic Deans, and that policy is currently printed in the 2005-2007 undergraduate catalog. The policy was recently revised back to the original, and now appears in the *Winter Term and Spring Semester 2006 Registration Guide*. Chair Shadoan distributed a copy of the policy approved for 2006 spring by the CAD (the copy is attached to this month's official agenda) and asked the Committee to look at the content and procedures for the non-attendance policy. The following members volunteered to serve on the Committee:

Katharine Pettit  
Bryan Reaka  
John Dizgun  
Freida Eggleton, ex-officio  
Julie Shadoan, ex-officio

After discussion of the present policy, Chair Shadoan asked the Committee to review the nonattendance policy and report back to this Committee.

**11/22/05**

BA/BS Policy for UCC

Chair Shadoan said the Provost has created a Committee for the purpose of investigating the distinction between the BA and BS degrees, noting that the BA and BS degree in the Department of Geography/Geology that was voted upon and passed by this body last semester was approved by the Provost conditionally until the University could explore the matter further. She said the Committee comprised of Dr. John Peterson, Freida Eggleton, Julie Shadoan, Larry Snyder and Ken Kuehn have met on at least three occasions and are preparing a report to the Provost which could contain a directive to the UCC and/or its Academic Policy Sub-Committee affecting its requirements for the rationale of new/revised program proposals. Chair Shadoan said she would report back to the UCC as this matter progresses with the Committee.

Failure for Non-Attendance Policy

Chair Shadoan said the Academic Policy Sub-Committee is addressing the Non-Attendance Policy to make a policy consistent with what our offerings are currently at WKU and to include web-based courses, which it does not now address. Chair Shadoan passed out a draft statement and asked each member to review the wording. The Chair opened the floor for discussion. After discussion, Chair Shadoan said the Sub-Committee will meet again and bring a proposal back for the Committee's approval, as well as sending each Department Head the proposal for their perusal.

Report from the Steering Committee

This Sub-Committee has not met, but will meet soon to review the status of current UCC forms: Bibliography and Library Resource Forms.

**2/23/06**

**ACADEMIC POLICY COMMITTEE (final)**

**1. Non-Attendance Policy**

Registration in a course obligates the student to be regular and punctual in class attendance. Effective for Spring 2006, students who, without previous arrangement with the Instructor or department, fail to attend the first two class meetings of a course meeting multiple times per

week or the first meeting of a class that meets one time per week MAY be dropped from the course. Nonattendance for a web-based course shall be defined as failure to log on to Blackboard or other Instructor-designed website within one week of course start date without previous arrangements with the instructor or department. Instructors may drop a student for nonattendance only during the regular drop/add period of the term. Nonattendance does NOT release students from the responsibility to officially drop any course for which they have enrolled and choose not to complete.

After discussion and several friendly amendments, Arvin Vos moved to accept the above policy as amended. The motion carried.

## 2. **Grade Distinction Proposal – Effective Term Fall 2006**

Next, Chair Shadoan said the following Grade Distinction Proposal was presented to the Sub-Committee by Dr. Luther Hughes, Associate Vice President for Enrollment Management. Cynthia Burnette, Director of Financial Aid was present and explained the policy to the UCC members. Chair Shadoan noted that several friendly amendments were made by the Sub-Committee and the proposal summary is as follows:

The proposal is to create a grade that instructors could report for those students that did not officially withdraw from the course but who failed to participate in course activities through the end of the period. This grade would be used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

Current practice is to assign such students a failing grade of "F." With the implementation of the grade referenced above, the failing grade would be used exclusively for those students that completed the required coursework but failed to achieve the course objectives satisfactorily. A grade of "FN" would then be used for those students who did not officially withdraw from the course but who failed to participate in course activities through the end of the 60% point of the semester. The "FN" grade would be punitive and treated the same as a grade of "F" for the purpose of grade point average.