

Academic Affairs Council

Minutes of Meeting November 15, 2016

Members present: Bill Dilla, Frank Peters, Lee Burras, Dan Naegele, Ann Smiley-Owen, Bianca Zaffarano, Kathleen Waggoner, Tim Bigelow

A motion was made (Bill Dilla) and seconded (Tim Bigelow) to approve minutes of the last meeting, with a correction on the last page of the minutes to change from DSB to GSB.

No new business was presented, Academic Standards representative not present.

Old Business:

Ann Smiley-Owen discussed the proposal approved by the Student Affairs committee to change the nomenclature of Dead Week to something else. Also presented suggestions for policy change, and justification for these proposals. A student representative stated over 3600 students responded to the survey regarding the policies of this week from a wide distribution of interests. Student have difficulty to prepare for finals, and wish to limit the activities during this week, particularly the last few days. More examinations are being offered and given during this week. The proposal to modify the changes to the "dead Week" policy were proposed by students and provost Wickert is supportive of a name change.

Discussion centered on nomenclature and misunderstanding of activities which occur during the final week prior to finals week by students with a review of what is presently in the faculty handbook. Points were made including suggestions to allow the testing center to be open for consecutive days (Tues-Fri) of this week for possible testing options, to change the Thursday and Friday of this week to "review" or "reading" days, to no examinations worth more than 5% of the course grade to be given in this week. Additionally, the definition of quiz was discussed, and points regarding clicker points, the use of Tophat and participation points were emphasized.

The final proposed changes after much discussion were to include the following bullet points in 10.6.4 Dead Week Policy in the Faculty Handbook:

- The last examination of the course worth more than 5% of the cumulative grade cannot be given during dead week
- There may be no examination worth > 5% after the Wednesday in Dead Week.

Under the *"exceptions to this policy include the following:"*

Delete "design studios"

Insert:

- "Testing Center examinations allowed to occur one of three days after Tuesday of Dead Week.

Ann Smiley-Owen will take the suggested changes from the committee back to the Student Affairs Committee to discuss along with other verbiage/nomenclature was suggested to replace Dead Week.

