

JOHN CARROLL UNIVERSITY
UNIVERSITY COMMITTEE ON EDUCATIONAL POLICIES

Angela Krueger, Steve Herbert, Todd Bruce, Ed Mish, Rebecca Drenovsky, Chris Sheil, Rick Greci, Jim Krukones, Kathleen Manning, Michelle Millet, Maryclaire Moroney, Lisa Brown Cornelius, Zeki Saritoprak, Walter Simmons, Charles Stehlik, and Olivia Shackleton

April 15, 2020
9:00am, Zoom Meeting

NOTES

Present: E. Mish, M. Moroney, C. Stehlik, A. Krueger, O. Shackleton, T. Bruce, R. Drenovsky, W. Simmons, J. Krukones, K. Manning, R. Greci, Z. Saritoprak. Guest: Colleen Sommerfeld

A. Krueger welcomed everyone to the meeting and began with general announcements. The public comment period for the three posted policies has ended. Follow-up discussion on these policies will occur at the next scheduled UCEP meeting. She also shared the UCAdP link to the proposed international travel safety policy; this policy is open for public comment until May 5th, 2020.

The meeting minutes from March 18th, 2020 were approved.

Discussion then transitioned to summer undergraduate students participating in the spring commencement ceremony (the “walking short” policy). While reviewing the policy for graduate students, it has become necessary to reconcile both the graduate and undergraduate walking short policies. Language was proposed to the undergraduate policy differentiating participation in the commencement ceremony and graduation (i.e. degree completion). M. Moroney wondered if there has been conversation around eliminating the “walking short” policy altogether. She did not believe it would gain much traction, but noted that it would eliminate this problem going forward. A. Krueger said it might be worth looking into, however, in the meantime, this policy would establish equitable guidelines. The Committee voted to approve the change in language in the undergraduate bulletin copy, effective this year. It was determined that there was no need to send it for further approval as the change was not substantive, but rather, a clarification of the existing policy.

With the recent news that commencement might be moved to the fall due to the COVID-19 pandemic, R. Drenovsky thought it might be prudent to anticipate previously ineligible students wanting to participate in the ceremony; that is, students who had more than 9 credit hours to finish over the summer. A. Krueger stated she would bring this back to the Registrar’s Office. M. Moroney suggested having those students submit an academic petition in order to have a record of approval. She also agreed that it was good to be prepared.

The next item on the agenda was discussion of graduate policies. The revised readmission policy was based on the previous work of Dr. Anne Kugler. This policy clarifies which students would/would not need to reapply for admission to the graduate studies program after taking time away. R. Drenovsky shared that this emerged because there was no prior approved leave of absence policy in place for graduate students. The lack of policy made tracking students difficult

and had financial aid implications, as well. W. Simmons agreed with the fundamentals of the policy, but thought the approved length of time should be extended from one semester to one year. R. Drenovsky felt that the current language made sense, as students register on a semester-by-semester basis. She reiterated the importance of tracking students and felt that this policy would be least labor intensive, especially as graduate programs hopefully continue to grow in the future. W. Simmons ultimately agreed. A. Krueger stated that this policy would enable accurate coding in Banner, which would lead to better student tracking. She felt that the policy would alleviate current issues and will aid in institutional reporting.

The leave of absence policy was discussed next. The proposed policy states that students who are temporarily not able to continue in their program can request and complete a leave of absence form. M. Moroney wondered what this form would look like. R. Drenovsky inquired if the form could be built in the OnBase petition system. A. Krueger said she would confer with Michelle Reynard to see if this is possible. C. Sommerfeld reminded the group that any petition would need to eventually be routed to the Office of Student Enrollment and Financial Services, as leave of absences also have financial aid implications. A. Krueger said she would look at logistics and then revisit/revise the process outlined in the policy if necessary. A brief conversation ensued regarding other language and A. Krueger made appropriate updates. Per the group's recommendations, she will also include mention of good academic standing and disciplinary action in the policy.

A. Krueger then gave a brief explanation of the permanent withdrawal policy. There were no additional comments or suggestions and the policy was approved as written.

Conversation transitioned to the normal study load policy. As discussed in the previous UCEP meeting, language was added to the policy requiring students in the thesis/essay writing stage to enroll in 0-credit course thesis/essay writing course. Enrollment in this type of course will help indicate progress towards degree completion. M. Moroney observed that this required enrollment will also allow these students continued access to campus facilities such as the library. After further dialogue, additional language changes to the policy were made.

The registration policy was discussed next. The revised policy stipulates that graduate students must now register themselves for courses. R. Drenovsky stated she will reach out to the departments that require a Master's thesis or essay to ask them to communicate with their students about registering for the aforementioned 0-credit courses. Other changes were made to the policy language, such as encouraging students to meet with their advisor prior to registration to develop a plan.

Finally, the standards of academic progress policy was addressed. This policy was shortened based on recommendations from the Office of Student Enrollment and Financial Services. The policy will now only provide links to where the requirements already live on the John Carroll University website. This update was approved with no further discussion.

The meeting concluded at 10:00am.

Notes recorded by S. Payne