

**JOHN CARROLL UNIVERSITY**  
**UNIVERSITY COMMITTEE ON EDUCATIONAL POLICIES**

Angela Krueger, Catherine Sherman, Todd Bruce, John Ambrose, Rebecca Drenovsky,  
Margaret Farrar, Rick Greci, Jim Krukones, Anne Kugler, Kathleen Manning, Al Miciak,  
Michelle Millet, Maryclaire Moroney, Olivia Shackleton, and Walter Simmons

February 6<sup>th</sup>, 2019  
9:00am, CAS Conference Room

**NOTES**

Present: J. Krukones, C. Sheil, A. Krueger, C. Sherman, J. Ambrose, O. Shackleton, M. Moroney, R. Drenovsky, R. Greci, K. Manning, A. Kugler

The minutes from January 23<sup>rd</sup>, 2019 were approved.

C. Sherman began the meeting with general announcements. The core committee recently passed a repeat policy for linked courses. They determined that linked courses must be repeated together and the last passing grade in each course will be used in calculating a student's GPA. Additionally, students must receive written permission from each instructor (sent to Enrollment Services) if they want to withdraw from one of the linked courses and remain in the other. UCEP determined that it was not necessary to revise the Course Attempt policy approved last year based on the new linked courses policy.

C. Sherman provided an update on final exam policy reconciliation, which included Provost Office communications and the Bulletin. She discussed the feedback received from Associate Deans and a faculty member regarding what constitutes a Final Exam and the obligation to give one. She also noted that the subgroup discussed and determined not to introduce new policy regarding permission to reschedule three finals in one day. Instead, R. Greci suggested the idea of adding language in the bulletin encouraging students to check the final exam schedule before registering for courses each semester. Ultimately, it's the student's choice to schedule class when it's convenient for them. O. Shackleton commented that students are sometimes forced to schedule their classes around outside commitments, such as sports and work. She also stated having three exams in one day can be very draining and potentially affect a students' performance. R. Drenovsky stated that rescheduling exams can often place a burden on full-time and part-time faculty members, such as needing to create new exams to prevent the sharing of questions and the maintenance of exam integrity. C. Sheil also shared that the Registrar's Office had provided data on the amount of students who might potentially be impacted by this every semester, and the number was much lower than what he anticipated. J. Ambrose questioned what accountability structures were in place to ensure instructor contact hours were being met, as he observed that every semester there are courses that don't even meet during finals week. This could eventually lead to accreditation issues for the university. R. Greci suggested all instructors outline their final exam plans in their syllabus to be reviewed by their department chairs. R. Drenovsky supported this idea, however she believed it needed intentional messaging, apart from being solely advertised in the Provost's Final Exam memo. A. Krueger mentioned that there are different models regarding finals in higher education that ensure credit hour compliance. She volunteered to research these alternate models to present

at a future meeting. Finally, it was agreed that language regarding finals and excused absence documentation will be linked for cross-reference in the new online bulletin. C. Sherman will draft Final exam language for the Provost Office and UCEP to review.

The final announcement was around late internship registration. When students register late for internships, after Add/Drop, issues arise from billing to credit-hour compliance. As C. Sherman stated, while the goal is to not prevent students from potential career-changing opportunities, guidelines are necessary. R. Greci mentioned that several Boler departments offer non-credit bearing internships. R. Drenovsky asked if there was any way to create half-term internship courses in Banner. After several other comments, C. Sherman determined that she and A. Krueger will conduct some benchmarking and bring any scheduling guideline processes suggestions to a future UCEP meeting.

Conversation then transitioned over to changes that were made after the January 23<sup>rd</sup> UCEP meeting to the Minor Residency Requirement policy; language regarding concentrations and coding was removed. The policy was then approved as written and will be sent to Faculty Council. Changes made to the Transfer of Credit – Previously Awarded Degrees policy were next reviewed. The policy was rewritten to clarify that if a student has been previously awarded a baccalaureate degree, the student is ineligible to pursue a second one at John Carroll. Instead, post-baccalaureate work would be encouraged. R. Drenovsky suggested rewording the policy to highlight academic implications and other supporting rationale, in order to make it more student-centric. It was agreed that once the policy is reworked, it will be sent to Faculty Council for review.

The Committee then reviewed draft survey questions for the joint New Student Orientation/Transfer Registration survey, noting that it was targeted to faculty and staff. A. Krueger encouraged an open dialogue about the proposed questions and welcomed any feedback. R. Drenovsky was curious how other institutions structure their orientations, as she's heard faculty comment that they wished orientations were more academic-focused. In addition, R. Drenovsky would also like to see a question included on the survey relating to the number of orientations John Carroll offers. O. Shackleton observed that whatever changes are made to orientation in the future, she felt it important to maintain the faculty-contact piece, as it is an integral part of the John Carroll experience.

The meeting concluded at 9:58am.

Notes recorded by S. Payne