



FACULTY SENATE

Student Affairs Committee

Minutes

December 7, 2023

8:30-10:00 a.m.

Microsoft Teams

Present: Thomas Borchert (Faculty Senate President), Terry Delaney (CALs), Krisan Geary (CEMS), Denise Hersey (LIB), Catherine Jones (SGA), Taylor Kocian (GSS), Nathan Kokinda (CNHS), Jennifer Prue (CESS), Kat Scollins (CAS), Devika Singh (LCOM), Erin Tsai (LCOM), Scott Van Keuren (CAS)

Absent: Steve Gove** (GSB), Michael McDonald (RSENR), Evan Siegel (SAG)

Guests: Pablo Bose, Veronika Carter, Jennifer Dickinson, Alicia Ebert

Co-Chair Jennifer Prue called the meeting to order at 8:30 am via Microsoft Teams.

1. **Minutes.** The minutes of the November SAC meeting will be added to the January agenda.
2. **Chair Update.** Steve has served as co-chair by attending the Executive and Faculty Senate meetings this fall, he will be able to attend the SAC meetings in the spring semester.
3. **Out of Class Expectation.** The committee discussed the most current draft of the below document.

11/20/23 Draft

Proposed addition to ‘Attendance Policy’ subsection of ‘Student Rights and Responsibilities’ section of the Undergraduate Catalog (p. 478-79).

Academic offerings should correspond to the University’s Schedule of Courses (SOC). Although there is clear value in academic activities that occur outside of the scheduled meeting pattern, faculty should be mindful of other student academic and non-academic responsibilities. In courses or programs of study that include an *expectation* or *requirement* for students to attend lectures, workshops, conferences, clinical rotations, service learning, field trips, or other educational activities outside of the standard meeting time (as defined in the SOC), and those activities are scored or applied to the final grade, the following apply:

- These expectations or requirements should be made clear to the student *prior* to registration through the Extended Course Description (ECD) and then *detailed* in the course syllabus and/or other materials distributed prior to, or during, the first week of class;
- In cases where out-of-classroom activities conflict with other courses, the student’s regularly scheduled course(s) take precedent;

- In the case of off-campus events, the academic unit should comply with the “Reasonable Accommodation” guidelines in UVM’s [Accessibility policy](#) (V.7.14.1/V. 4.32.1). If the location is not accessible to all students, an alternative or makeup activity should be made available.

Given the timeline from the Registrar there is no need to vote on this at this meeting, it will be included on the January agenda and the newest draft will be sent to the committee before the meeting.

4. General Education & Syllabi, Pablo Bose. There is a wide diversity in the types of courses that UVM has because the general education curriculum is a distributed model, it is not that every student on campus takes a course to fulfill each category. This makes it extremely important that syllabi communicate very clearly all the different functions a course. When the CCCC receive a syllabus without enough information they generally kick them back. The CTL houses a template that was created by the Faculty Senate Curricular Affairs Committee. It is recommended that the faculty use the template.

The committee had a conversation around syllabi, for access to the complete conversation please e-mail the Faculty Senate Office at facsen@uvm.edu.

The SAC will table this topic and will add it to the agenda at the beginning of next semester to come up with the best path forward. Jennifer Dickinson will bring this to the CAC to see if they would be interested in joining the SAC in a joint statement on the importance of syllabi.

5. Old / New Business. There was no old / new business at this meeting.

*Semester replacement for Matthew Carlson.

**Teaching conflict

The SAC was adjourned at 10:00a.m. The next meeting of the SAC will be on January 11, 2023, at 8:30am on Microsoft Teams.