



FACULTY SENATE

**Student Affairs Committee**

Minutes

March 2, 2023

8:30-10:00 a.m.

Microsoft Teams

**Present:** Thomas Borchert (Faculty Senate President), Matthew Carlson (CAS), Terry Delaney (CALs), Krisan Geary (CEMS), Steve Gove (GSB), Denise Hersey (LIB), Trish O’Kane (RSENr), Jennifer Prue (CESS), Sarah Twitchell (LCoM), Eva Stanford (SGA), Scott Van Keuren (CAS)

**Absent:** Nathan Kokinda (CNHS), Devika Singh (LCoM), Pending (GSS)

**Guests:** Erica Caloiero, Veronika Carter, J. Dickinson, Susanmarie Harrington, Deanna Garrett-Ostermiller, Kim Martin

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

1. **Minutes.** The minutes of the January SAC meeting are approved as written.
2. **“Incomplete” Grades: Summary of Information and Areas, Veronika Carter & J. Dickinson (VOTE).**  
The committee discussed the newest version of the policy, changes were made, and the committee voted on the following policy:

Below is updated language approved by the SAC committee for the Registrar’s website and the UVM undergraduate catalogue AY 23-24.

1. **Expanding the Registrar’s office website language to offer better guidance**

*R/O definition and policy, [INC Grade](#):*

**INC:** This grade may be assigned when course work is not completed for reasons beyond the student's control. Incompletes require the approval of the student's college/school dean. The incomplete course requirement will be satisfied at the earliest possible date, but not longer than the beginning of the corresponding semester of the next academic year. In cases of laboratory assignments, the student must complete all work the first time that the laboratory experience is offered again. Instructors will fill out an electronic incomplete grade exception request to the student's college/school dean and include the reason for the incomplete as well as the completion date agreed to by the student and instructor. It is the student's responsibility to learn from the student's college/school dean whether the request has been approved, the expected date of completion, and, from the instructor, the nature of all outstanding requirements. Incompletes may be approved due to extenuating medical, academic, or personal circumstances beyond the student’s control. An incomplete can only be issued with the agreement of the Dean’s

office, the faculty member, and the student. The student's Dean's office is responsible for deciding whether a student's circumstances meet the criteria for an incomplete, after which the faculty member should use the guidelines below to determine whether to offer the incomplete, and set the time frame for completion.

The following guidelines should be followed when assigning incompletes:

- Incompletes can only be offered after the Withdraw deadline has passed
- Incompletes should be requested of the Dean's office by the last day of classes
- An incomplete can only be offered if a) it is still mathematically possible for the student to pass the course once missing work is graded and b) the faculty member reasonably believes the student will complete missing work at a level required to pass the course
- In general, an incomplete should only be offered if the student has completed at least 60% of the work for a course at the time of requesting an incomplete
- If the faculty member agrees that an incomplete should be offered but will be unavailable to assign a grade, the department Chair should take on this role or arrange for an appropriate available faculty member to do so
- An incomplete must be requested before the student has turned in the final assessment (exam, paper, project) for the course
- A student cannot be issued a third incomplete when they have two (or more) incompletes outstanding from a previous semester. Exceptions are at the discretion of the Dean's office.

Thomas Borchert moved to approve the policy with the above change in language, Scott Van Keuren seconded the motion, the motions was approved.

Approve: 11

Oppose: 0

Abstain: 0

**3. ChatGPT,** Susanmarie Harrington, Deanna Garrett-Ostermiller and Kim Martin led the SAC in a conversation about ChatGPT and what it means for UVM. The main points that were discussed included. Deanna shared a draft ChatGPT and Academic Integrity document, for a copy of the document please e-mail the Faculty Senate Office at [Facsen@uvm.edu](mailto:Facsen@uvm.edu).

- Code of Academic Integrity has been tweaked to include that work has to be the creative work of the student. They may want to do a larger review of the policy in the future as things change and evolve.
- Some faculty will choose to use Chat GPT, and others will not allow it. It will be important to allow faculty individual flexibility but there needs to be a clear process for students to understand.
- How will this impact the amount of writing that will be assigned in the future.
- ChatGPT can also work in math and science.
- ChatGPT will be integrated in the Microsoft Office Suite of products.
- Upcoming workshops on AI and ChatGPT can be found at <https://www.uvm.edu/ctl/event/ai-in-higher-ed-lets-chat-about-chatgpt-online-session/>

The committee will continue to review this topic going forward.

**4. Religious Holiday Policy.** This will be an agenda item on the April agenda.

**5. Old / New Business.**

- Jay Jacobs and Sharon Mone have reached out to do an update at an upcoming meeting.

The SAC was adjourned at 10:00 a.m. The next meeting of the SAC will be on April 6, 2023, at 8:30am on Microsoft Teams.