



Student Affairs Committee

Minutes

April 7, 2022

8:30-10:00 a.m.

Microsoft Teams

- Present:** Kenneth Allen (CNHS), Thomas Borchert (Faculty Senate President), Evan Eyler (FS VP), Matthew Carlson (CAS), Terry Delaney (CALS), Denise Hersey (LIB), Karla Karstens (CEMS), Akshay Mutha (GSB), Sarah Twitchell (LCOM), Kris Stepenuck (RSEN), Devika Singh (LCOM), Scott Van Keuren (CAS)
- Absent:** Jennifer Prue (CESS), Evan Siegel (SGA), Vacant (GSS)
- Guests:** Erica Caloiero, Veronika Carter, J. Dickinson, David Nestor

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

- 1. Minutes.** Thomas moved to accept the minutes of March 3, 2022. The minutes were approved with a minor correction.
- 2. Out of Class Expectations.** There are many issues that contribute to the Out of class expectations. Some of these include class conflict, athletic commitments, jobs, transportation, accessibility, religious conflict and they are gathering more as they continue to discuss the topic.

From Classroom code of conduct:

Faculty and students will attend all regularly scheduled classes, except for those occasions warranting an excused absence under the University Attendance Policy (e.g., religious, athletic, and medical)

From the Attendance Policy:

If an out-of-class exam or other activity (e.g., field trip, campus speaker or event, workshop) conflicts with a regularly scheduled class, the regularly scheduled class has priority. Any

conflicts between student and instructor regarding this policy may be presented for resolution to the course department chair or the college dean's office.

For a list of policies please click on the attached link.

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/studentcode.pdf>

The committee sees some gaps in student protections around these issues. The committee would like to see a campus wide policy around this topic that helps protect students. The syllabus is the place to make sure the student is well informed before they register for a class. There is an option that would add a field to the Expanded Course Description, however a large percentage of faculty do not post their ECDs even though they are a requirement.

3. **Final Exam Policy.** Veronika and J. presented the following policy at the March meeting. The committee requested that this be moved to the April meeting, so members had time to consider number 2.

FINAL EXAMS

1. Final in-class exams for all courses, including Graduate and Continuing Education courses, will be held during the exam period established by the university calendar. Classes in the College of Medicine and in the summer session are not affected by these regulations.
2. **No course may conduct more than one in class exam or test during the last two weeks of the semester (week prior to finals week and the week of finals).**

Old policy:

No exam (regular or final) shall be given during the last five instructional days of the semester except lab exams given in courses with specific lab sections.

3. For courses scheduled in the evening, every effort will be made to schedule the exam on the evening of the regular meeting, even if that day is a designated reading day.
4. In-class final exams will be no more than three hours in length. However, lab exams in courses with specific lab components may be longer than three hours.
5. The time and place of each final exam are determined by the registrar under the direction of the Faculty Senate and a schedule is circulated and posted. Any change in the scheduled time or place may be requested by the chair of the department concerned when conditions seem to warrant such special arrangement. Decision on such requests rests with the registrar.
6. In every course in which a final exam is given, every student shall take the exam unless excused in writing by the instructor.
7. Students having a conflict in their final exam schedule must notify the faculty concerned of such a conflict not later than the close of business one week prior to the last day of classes for the semester in which the conflict arises.

The committee provided feedback on this policy to be applied for this year. The policy will be presented again next year for committee approval and potential Faculty Senate approval.

4. Faculty Senate Office Update.

- **2022 / 2023 Chairs.** Jennifer and Terry have self-nominated as co-chairs. The nomination period will be open until 21st of April. After the nomination period ends the Faculty Senate Office will run an electronic election.
- **2022 / 2023 Meetings.** The committee will continue to meet on Teams. The Faculty Senate Office is working on the possibility of a hybrid meeting and will report back when and if that becomes an option.

5. New / Old Business.

- A.** Death in the family policy for students.
- B.** Scheduled policy review for the SAC

The SAC was adjourned at 10:00 a.m. The next meeting of the SAC will be on May 5, 2022, at 8:30am on Microsoft Teams.