



## FACULTY SENATE

### **Student Affairs Committee**

Minutes

December 1, 2022

8:30-10:00 a.m.

Microsoft Teams

**Present:** Thomas Borchert (Faculty Senate President), Matthew Carlson (CAS), Terry Delaney (CALS), Krisan Geary (CEMS), Denise Hersey (LIB), Nathan Kokinda (CNHS), Trish O’Kane (RSENr), Jennifer Prue (CESS), Eva Stanford (SGA), Sarah Twitchell (LCOM), Devika Singh (LCOM)

**Absent:** Scott Van Keuren (CAS), Pending (GSS), Pending (GSB)

**Guests:** J. Dickinson, Erica Caloiero, Veronika Carter, Alex Yin

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 are approved as written.
2. **Final Exam Policy. J. Dickinson & Veronika Cater.**

Request to modify the final exam rule regarding number of in class exams or tests permitted in the last two weeks of the semester

### **Background**

Several faculty whose courses include a lab component have reached out for clarification regarding whether they can offer a lab exam in the week prior to finals if they also plan to offer a final for the lecture component of the course. In Fall 2021 a student also raised objections to a lab exam separate from the course final, citing the current exam policy.

The final exam policy in place prior to Fall 2016 clearly stated that courses with specific lab sections could offer a lab exam during the last five instructional days of the semester. When the policy was revised effective Fall 2016 this exception was removed, although the reasons for this are no longer clear.

The discussion in the SAC last Spring included consideration of whether a one-credit lab is considered a “separate course” for the purposes of the final exam policy, and correspondingly, whether courses such as four-credit language classes with a weekly lab session would be included as well. The consensus position was that the language regarding lab exams should be restored to the exam policy with consideration for non-lab courses where practical skills are often testing in addition to an exam on course content. The discussion concluded with a request to bring the language forward in Fall 2022 for additional discussion and a vote by the committee.

## Policy Language

*Prior to Fall 2016 the final exam policy stated:*

2. 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.

([https://www.uvm.edu/~rgweb/zoo/archive/catalogue/1516cat\\_ug.pdf](https://www.uvm.edu/~rgweb/zoo/archive/catalogue/1516cat_ug.pdf) - page 349)

*Effective Fall 2016 the final exam policy states:*

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).

At the April SAC meeting, the following revision (in bold) was suggested:

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) **except lab exams with specific lab sections and practical exams associated with non-lab courses.**

SAC requested to have policy revision presented again in 2022-2023 for committee approval:

April SAC minutes, <https://www.uvm.edu/sites/default/files/Faculty-Senate/SACMinutesApril22.pdf>

The committee discussed the above policy. This will be a report out to the Faculty Senate as it is an advisory vote. J. would like the SAC to help shape these policies.

Terry moved to approve the updated language to the Final Exam Policy, Jennifer seconded the motion.

Approve: 6    Oppose: 0    Abstain: 3

The motion to update the Final Exam Policy has been approved.

3. **Six Week Survey, Alex Yin.** Alex presented the results of the 2022 First Six Week Survey. The survey is administered to all new first year and transfer students. The reason it is administered at the six-week mark is because that is generally when students have decided if they will continue at the university. There are four major impacts that determine a successful completion.

- Academic Integration
- Social Integration
- Finances
- Health and Well Being

For the full presentation please e-mail the Faculty Senate Office at [facsen@uvm.edu](mailto:facsen@uvm.edu). A common theme discussed was around academic advising. The university has been doing this survey for a long time, OIR took it over in 2019. The SAC suggested that the survey should be completed in first year classes to help get more participation, OIR would like to work closer with the Faculty Senate to get a better response rate, however he doesn't just want the data. Alex wants to see action based on the data.

4. **New / Old Business.** There was no old business or new business discussed at this meeting.

The SAC was adjourned at 10:00 a.m. The next meeting of the SAC will be on January 12, 2022, at 8:30am on Microsoft Teams.