



The University of Vermont
FACULTY SENATE

Student Affairs Committee

Minutes

March 3, 2022

8:30-10:00 a.m.

Microsoft Teams

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

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

- 1. Minutes.** Terry moved to accept the minutes of February 2022 as written, Karla seconded the motion. **The minutes were approved.**
- 2. Out of Class Expectations.** Ken and Scott have looked at all the current policies that focus on any out of classroom expectations. There are two main points, the first being the Final Exam Policy. This policy is not nearly as critical as it is stated and just not being enforced. The extra-curricular area is the one that really needs to be looked at more closely.

For a copy of the Faculty Senate Student Affairs Committee Work Outside of Class Survey preliminary report please e-mail the Faculty Senate Office at facsen@uvm.edu.

The committee discussed the best places to add information on outside of class expectations. Some of the ideas of the committee included.

- Expanded Course Descriptions (Veronika is going to investigate what it would take to add a box to check if this would apply to a course, it may take a lot of programming to make the change).

- Banner may be a way to help determine conflicts.
- The Students Rights and Responsibilities, this language can easily be updated to include some language around out of class expectations.
- The Student Code of Conduct Policy, this could also be policy that could use some updated language.

Actionable Items:

- SAC Chairs will draft a letter to the Deans to have faculty add outside of classroom expectations to the Expanded Course Descriptions. Jen and Terry will collaborate with Ken and Scott to draft a letter from the SAC to the Deans.
- Scott will work on a current list of policies and who owns each policy to be shared with the SAC.
- The committee would like to invite Erica, J. and Veronika to for continued discussions.

3. Final Exam Policy. Veronika and J. presented the following policy.

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 SAC will return to this policy at the April meeting to discuss further. The main concern is around 4 credit laboratory courses and if they are allowed to hold an exam in the last two weeks of class along with a final exam.

4. **Academic Freedom & Racism Resolution.** Academic Freedom traditionally been reviewed by the RSCA but since this topic is more about teaching and curriculum is it something the SAC would like to work on. Currently the SAC doesn't think it is something they want to consider as it is not currently student impacting.

5. **Old Business/ New Business.**

The SAC was adjourned at 10:00 a.m. The next meeting of the SAC will be on April 7, 2022, at 8:30am on Microsoft Teams.