

**Minutes**  
**Undergraduate Academic Affairs Subcommittee**  
**January 17, 2019**

**Members in Attendance:** M. Allen, D. Barbeau, G. Barker, E. Blessing, M. Bultas, E. Carnaghan, R. Cole, S. Cooper-Sadlo, J. Glassman, J. Haugen, S. Jayaram, A. Rellergert, S. Steadman, K. Thatcher, N. Westhus, R. Wood

**Guest in Attendance:** None

**Call to Order:** R. Wood called the meeting to order at 9:00am.

**SPS – Leadership and Organizational Behavior proposal:**

- Major first – No questions – Motion to approve – Unanimous
- Minor – No questions – Motion to approve – Unanimous

**DCHS – Accelerated HIM – Law:**

- Debbie had concern since so many changes were made to the proposal – when does the Dean need to see the 3<sup>rd</sup> version – in this case – Dr. Wood spoke to both Mardell and Amy so he knows they are aware of the changes.
- No questions – Motion to approve - Unanimous

**Special Education Minor change (substantive or not?):**

- All good – no discussion – informational

**Approval of Minutes from the December 13, 2018 Meeting:** Minutes from the December 13, 2018 meeting were unanimously approved.

**No Registrar Report:**

- Nothing to report

Dr. Wood discussed the forms – new programs. Provost Gillis would like to see the added language included – if after 3 years you haven't achieved data points you outlined for yourself, the matrix you established, your program will be sunset. We have over 250 major/minor/certificates – we have probably 40 programs that have an average of one person graduating. Board wants the Provost Office to look at the Catalog and see what programs can be closed. Angie researched University of Marquette how they dissolve a program – Angie will email to all along with some others.

Religious Observance – Campus Ministry will maintain the list of religious holidays. Need to have major religious holiday versus just religious observation. Nursing has issues with this because of Clinical – they have concerns – They would like to see some language in policy if students are going to miss classwork and material you may need to drop from the class or we need to put a number that if you miss this amount you should drop class. Language such as in

cases where anticipated absences significantly interfere with the ability of the student to meet course objectives, the student may need to withdrawal from the course. This would give the faculty the authority to address. Jay to research and look into, send something else out.

Another suggestion was to have absence policy that has subpoints of where excused absences factor it. Break out religious holidays, medical reasons etc. A suggestion again was to look at Marquette's catalog.

On page 3 – Excused absences for authorized activities - some would like to see Conferences added to the list. It has not been an issue at this moment and Jay said if we want to expand the list we can.

Jay rewrote medical and sent out

Short term absence part – question what is documentation mean – example a student has anxiety so the student doesn't see a doctor for this, so they just email the professor stating they can't make class due to anxiety. When do we need, a doctor note versus just sending an email. Where do, the documentation go to? Is it up to the instructor? Possibly change to Instructors may require documentation. Jay to reword

Jay would like to vote on the first 6 pages in February, final discussion on the other 2 in March they can make the April Catalog.

Meeting adjourned at 10:28am