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Committee Minutes Committee

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10-26-2000

### Undergraduate Curriculum and Academic Policy Committee Minutes, October 26 and 31, 2000

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# Undergraduate Curriculum and Academic Policy Committee

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## Minutes of October 26 and October 31, 2000 Meeting

**Present:** Jeanne Fraker, Jennie Gallimore, Joe Law, Richard Mercer, Jan Maxwell, Patricia Renick, Tom Sav, Mark Sirkin, Tim Wood. Guests: Todd Brittingham (Degree Audit)

**Approved Minutes** of September 28 as amended to note the UCAPC discussion that departements and colleges should submit course inventory requests (new course proposals) that include a working syllabus, i.e., a syllabus that would be the official syllabus distributed in class.

### Course Modification and Inventory Requests

#### COBA

Approved Course Inventories: MGT 101. The committee thanks Bob Scherer, Crystal Owen, and Brenda Dewberry from the COBA for appearing before the committee, providing an excellent presentation of the Junior Leadership Program, the objectives of the 101 course, and graciously answering the many questions raised by the UCAPC.

#### COLA

Approved Course Modifications: ART 375, ART 377, ART 376, ART 378, ENG 478, ENG 482, ENG 483, ENG 484  
Approved Course Inventories: ART 345, ENG 486, PLS 384

#### COSM

Course Inventories: PSY 215

It was determined that the proposal needs to be reviewed and/or coordinated with the College of Liberal Arts, Department of Theatre Arts and resubmitted upon confirmation of approval from Theatre Arts.

#### CECS

Approved Course Modifications: ME 481, ME 482  
Approved Course Inventories: ME 481, Me 482

### Program Changes

COLA: Approved Mass Communication Major Request

Create Visual Communication Specialization

Interdisciplinary with Departments of Art and Art History and English  
Departmental Requirements: 55/56 hours Total Requirements: 192 hours

## Academic Policy

Per the Faculty Executive Committee and Faculty Senate requests to the UCAPC , the committee started its review of the "Guidelines Governing the Implementation of the Registration and Add Policy and the Attendance and Drop Policy" issued by the Office of the Provost, August 15, 2000. The committee reviewed the original "Policy" as approved by the Faculty Senate, the University Faculty, and the Board of Trustees. However, it was generally unaware of the specifics of the issuance of the August 15 "Implementation Guidelines" as the document was not previously reviewed by the UCAPC and it was questioned as to whether or not it was reviewed or approved by the Faculty Senate. Upon review, the committee expressed the opinion that the "Policy" as it regards the designation of courses as enrollment restricted to "Instructor Permission Required" and "Instructor Permission Required after Term Begins" is an established part of the normal curriculum process that emanates with individual faculty/department/college course proposals and proceeds through the required curriculum review of the department/college/university curriculum committees and the Faculty Senate. The approved mechanism for such designations resides in the submission of Course Modification and Course Inventory Requests for the determination of "Enrollment Restriction." The committee considered this long standing procedure for curricular matters as a preferred method of implementing the "Registration/Add and Attendance/Drop Policy."

**After two hours of meeting, the committee decided to recess and reconvene with a special meeting to further address the issue of the Add/Drop Policy "Implementation" on Tuesday, October 31, 2000 at 3:45 p.m.**

## October 31, 2000 Reconvene

**Present:** Jeanne Fraker, Jennie Gallimore, Richard Mercer, Tom Sav, Mark Sirkin

## Academic Policy

During its two meetings, the committee reviewed and considered, among others, the following documents:

- 1. Policy Approved by the Senate and Faculty (1/10/00 and 2/15/00)**
- 2. Board of Trustees Approval of Policy (4/7/00)**
- 3. Provost's issuance of "Guidelines Governing" Policy (8/15/00)**

and

- 4. Four Year Academic History of Policy from 1997-98 to 2000-01**

After drafting and amending a revision of "Curriculum Procedure for Implementation of the Registration and Add Policy and Attendance and Drop Policy," the committee decided to submit its final recommendation to the Faculty Senate for consideration at their November 6, 2000 meeting. The committee's recommendation to the Faculty Senate for its November 6, 2000 meeting is as follows:

### **UCAPC Recommendation for Revision of Provost's "Guidelines"**

**The UCAPC set its next meetings, tentative, for November 16 and November 30, 2000 at 3:00 p.m.**

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**[UCAPC HOME](#)**

## **Registration and Add Policy and Attendance and Drop Policy**

**Approved by Faculty Senate January 10, 2000**  
**Approved by General Senate February 15, 2000**  
**Approved by Board of Trustees April 7, 2000**

### **Registration and Add Policy**

There are three designations of courses, each with specific registration requirements. For most courses, students may register or add through the Registrar's Office anytime through the seventh calendar day of the term. For courses designated "Instructor Permission Required," students may register or add only with the instructor's permission. For courses designated "Instructor Permission Required after Term Begins," students may register or add until the first day of the term, after which they need to obtain the instructor's permission. Departments must notify the registrar which courses require instructor permission when the courses are scheduled.

Students registering after the term begins are responsible for all missed assignments and cannot expect that due dates will be altered.

### **Attendance and Drop Policy**

Instructors establish attendance policies and penalties for absences for individual courses; penalties may include lowering of the grade or even failure if the absences exceed those permitted by the instructor. Such policies and penalties should be included in the course syllabus and available to the students at the first class meeting.

For courses designated "Instructor Permission Required after Term Begins," students may be dropped from the course for being absent from the first two class meetings (for courses meeting more than once a week) or from the first class (for courses meeting only once a week). When this policy is utilized any student missing the designated class(es) may be dropped from the specific class section. The instructor must notify the Registrar's Office promptly for the students to be removed from the roll.

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**EXCERPT**

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WRIGHT STATE UNIVERSITY

BOARD OF TRUSTEES

OFFICIAL PROCEEDINGS OF THE

ONE HUNDRED AND EIGHTY-EIGHTH MEETING

April 6 and 7, 2000

RESOLUTION 00-35

WHEREAS, presence on the first day of class is absolutely critical for student success in some Wright State classes; and

WHEREAS, some courses with limited availability and high demand have waiting lists; and

WHEREAS, the university faculty and administration are committed to maximizing enrollment opportunities for students; and

WHEREAS, the Faculty Senate and the General Faculty have approved a "Registration and Add Policy" and an "Attendance and Drop Policy" to better manage student enrollments in such classes; therefore be it

RESOLVED that the "Registration and Add Policy" and the "Attendance and Drop Policy," as submitted to this meeting be, and the same hereby are approved. (Attachment 3)

Mr. Duval moved for adoption. Mr. Soin seconded, and the motion was unanimously approved by voice vote.

Attachment 3

Approved by Faculty Senate 1/10/00

Approved by General Faculty 2/15/00

Registration and Add Policy

There are three designations of courses, each with specific registration requirements. For most courses, students may register or add through the Registrar's Office anytime through the seventh calendar day of the term. For courses designated "Instructor Permission Required," students may register or add only with the instructor's permission. For courses designated "Instructor Permission Required after Term Begins," students may register or add until the first day of the term, after which they need to obtain the instructor's permission. Departments must notify the registrar which courses require instructor permission when the courses are scheduled. Students registering after the term begins are responsible for all missed assignments and cannot expect that due dates will be altered.

Attendance and Drop Policy

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## Office of the Provost

August 15, 2000

### GUIDELINES GOVERNING THE IMPLEMENTATION OF THE REGISTRATION AND ADD POLICY ATTENDANCE AND DROP POLICY

To permit greatest access to classes; accommodate the normal dropping and adding of classes; make maximum use of the spaces provided in each class; allow reasonable time for the processing and application of students' financial aid to their accounts; and to, in general, maximize university enrollment (head count and credit hour generation) prior to the official 14th-day enrollment count required by the state (and upon which the state allocates subsidy to the university), the current university admission and registration policy permits students to register for classes through the end of the first week of the quarter.

Such a policy, while serving the university well in the achievement of each of the above goals, has, at the same time, unwittingly created problems for those courses where a student's presence is absolutely required on the first day of class, and for those courses where the demand for the course too often exceeds the available spaces in the course for a given quarter. The *Registration and Add Policy* and the *Attendance and Drop Policy* are meant to address these problems.

The Provost's Office supports the above policies, but with the following understanding and guidelines as to how each will be implemented:

1. In general, for the majority of its courses, the university will continue to be guided by the goals outlined above--to permit students the greatest access to classes, accommodate the normal dropping and adding of classes during the first week of the quarter, make maximum use of available spaces in each class, provide reasonable accommodation to the processing and application of students' financial aid, and maximize university enrollment, both head count and credit hour generation.
2. Courses designated "Instructor Permission Required," and "Instructor Permission Required after Term Begins" are expected to be few in number; to be justified according to criteria developed and approved by each college and dean; to be so designated by departmental chairs and deans; and to be communicated to the Registrar's Office and the University College as part of, and by the stated deadline for, the normal course scheduling process for each quarter.
3. Except in those instances where attendance on the first two days of class is mandatory, as determined by the criteria developed under #2 above, instructors choosing to drop students from class who have missed the first two class meetings will be expected to add students to replace them if such demand (waiting lists, etc.) exists and the published class limits permit, through the end of the first week of each quarter. Such a practice will allow the university to continue to make maximum use of the spaces available in each course while reinforcing the need for students to attend class(es).
4. Instructors choosing to drop students from class who have missed the first two class meetings are expected to state their attendance policy on their syllabus/syllabi and to apply their policy fairly and consistently. They will also need to be able to explain to themselves as well as to others the differences they see between a student who misses the first two class meetings by "choice," and the student who is added to the class list after the first two class meetings (since both students will have missed the first two class meetings), and how the pedagogical implications for one might differ from those for the other.
5. The Provost's Office will continue to work with the deans to provide the necessary resources to increase the spaces available in high demand courses so that all students can make reasonable and timely progress toward the completion of degree requirements.



Office of the Provost

8/15/00

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**A Curmudgeon's Guide to the History  
of the  
Registration and Add Policy and Attendance and Drop Policy  
1997-98 to 2000-01**

**1997-1998 Academic Year**

Oct 10, 1997 UCAPC received and discussed its charge to review the Registration/Add Policy and decided to gather information regarding the policies of other Ohio universities.

Nov 13, 1997 UCAPC recommended that the Registration/Add Policy be changed from the first 7 days of the quarter to the first 2 days of the quarter. Recommendation submitted to the FEC for Faculty Senate.

Nov 18, 1997 General Faculty Meeting: UCAPC reported its work on the change in Registration/Add Policy.

Dec 1, 1997 Faculty Senate Meeting: Change in Registration/Add Policy submitted to Faculty Senate. Associate Provost submitted memorandum raising enrollment management issues. Senate requested that UCAPC review issues.

Jan 7, 1998 UCAPC reviewed report and presentation from the Office of Institutional Research regarding student registration and add data. Data supported the notion that late registrations and adds adversely affected student performance (grades). Upon review of the data and in relation to the Associate Provost's memorandum, the committee felt that the proposed change in Policy cannot address or resolve all issues related to student performance, nor was it intended to do so. The committee recommended implementation of the new Registration/Add Policy.

Jan 12, 1998 Faculty Senate meeting: UCAPC reported its findings to the Faculty Senate. Faculty Senate approved the new Registration/Add Policy for Fall 1998 implementation. UCAPC also reported that it was now in the process of reviewing and possibly formulating a drop policy.

Jan 21, 1998 UCAPC formulated and recommended a Drop Policy that would enable faculty to drop students for non-attendance during the first days of classes in, for example, courses that have waiting lists and courses where it is essential for all students who intend to take the course be present.

Feb 2, 1998 Faculty Senate Meeting: Faculty Senate approved new Drop Policy for Fall 1998 implementation.

Feb 24, 1998 General Faculty Meeting: New Registration/Add Policy and Drop Policy reported to faculty.

May 12, 1998 General Faculty Meeting: Vote on Registration/Add Policy (lacked 2/3 vote to overturn the Faculty Senate). Vote on Drop Policy (during discussion the Assistant Provost called for a quorum. Lacked the necessary quorum of 100). Announced that both policies are to be submitted to the Board of Trustees for final approval.

**1998-1999 Academic Year**

Sept 1998 September 98 issue of Faculty Line reported to the faculty: "...delayed forwarding to the Board of Trustees for final approval the new drop/add policy passed by the General Faculty in May 1998. The delay was needed because the implementation of the new drop/add policy created many procedural issues that are to date unresolved. The delay should strengthen the effectiveness of the new drop/add policy."

Nov 30, 1998 Faculty Senate Meeting: The Faculty Executive Committee and UCAPC reported on the Drop/Add Policy Implementation. Motion made for consideration at the January 11, 1999 meeting to:

1. Mandate that e-mail be the primary method for students to contact faculty.
2. Where e-mail is not possible, contact by telephone
3. Publish in-class schedule, names, and e-mail addresses of faculty who intend to use policy.
4. Postpone implementation of policy until Fall 2000.

Jan 11, 1999 Faculty Senate Meeting: Previous November 30 motion withdrawn. New motion that:

"The Drop/Add Policy adopted by the Senate and approved by the faculty be remanded to a committee appointed by the FEC and chaired by Robert Sweeney. The committee will develop a new drop/add policy that embraces the principles of the original policy without the implementation problems."

Feb 23, 1999 General Faculty Meeting: Report from the Faculty Senate that "the Drop/Add Policy committee" will be reporting to Senate each month and something should be ready to present to the faculty by the end of the academic year.

June 7, 1999 Faculty Senate Meeting. Proposal for new Add/Drop Policy presented. Moved and seconded to Old Business for next academic year Senate.

### **1999-2000 Academic Year**

Oct 4, 1999 Faculty Senate Meeting: New Add/Drop Policy sent to back to UCAPC for review as an attendance policy.

Nov 29, 1999 Faculty Senate Meeting: Modified Registration/Add and Attendance/Drop Policy considered as New Business. Moved to Old Business for January 10, 2000 Senate meeting.

Jan 10, 2000 Faculty Senate Meeting: Faculty Senate approved Registration/Add and Attendance/Drop Policy (with slight amendment).

Feb 15, 2000 General Faculty Meeting: Faculty approved Registration/Add and Attendance/Drop Policy Approved.

Apr 7, 2000 Board of Trustees Meeting: Trustees approved registration/Add and Attendance/Drop Policy "as submitted."

Aug 15, 2000 Office of the Provost issues "Guidelines Governing the Implementation of the Registration and Add Policy and Attendance and Drop Policy."

### **2000-01 Academic Year**

Oct 1, 2000 Faculty Senate Meeting. Motion for Revision of Implementation of Registration/Add and Attendance/Drop Policy carried and moved to Old Business for November 6, 2000 Senate meeting. UCAPC charged with review of revision.

Oct 26, 2000 UCAPC, per its charge, started its review of the "Guidelines Governing the Implementation" issued by the Office of the Provost, August 15, 2000. It was generally unaware of the specifics of the issuance of the August 15 "Guidelines Governing ...." the policies.

Oct 31, 2000 UCAPC drafted a revision of the guidelines for recommendation to the Faculty Senate. The committee expressed the opinion that the "Policy" as it regards the designation of courses as enrollment restricted to "Instructor Permission Required" and "Instructor Permission Required after Term Begins" is an established part of the normal

curriculum process that emanates with individual faculty, departments, and colleges and proceeds through the required university curriculum review and the Faculty Senate. The committee incorporated this established process in its revision and recommendation to the Senate.

Nov 6, 2000 Faculty Senate Meeting:

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Assembled by G. Thomas Sav from official records, some notes, and a quickly deteriorating memory. The usual disclaimer applies.

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**Recommendation to Faculty Senate for Meeting of November 6, 2000**  
**University Undergraduate Curriculum and Academic Policy Committee**

**Procedure for Implementation  
of  
Registration and Add Policy  
and  
Attendance and Drop Policy**

**Established Curriculum Procedure for Course Enrollment Restriction Designation**

Implementation policies and procedures concerning these policies and all curriculum matters, whether at the department, college, or university level, are subject to faculty approval.

The enrollment restriction designation of a course has been an established part of the normal curriculum process that emanates with individual faculty, departments, and colleges and upon approval by the latter is submitted for review and approval to the university curriculum committee and potentially to the Faculty Senate. The approved mechanism for such designations resides in the submission of a "Course Modification Request" when proposing a change of enrollment restriction for an existing course and of a "Course Inventory Request" when denoting the enrollment restriction with the proposal for creating a new course.

Historically, many types of enrollment restrictions in conjunction with course modification and course inventory requests have been approved through this process. In many cases, departments and colleges have elected to not list any enrollment restriction. Among many other designations that have been proposed and approved, courses have been modified or created so as to specify an enrollment restriction of "Instructor Permission Required."

**New Enrollment Restriction Option Under Registration/Add Policy and Attendance/Drop Policy**

With the approval of the Registration and Add Policy and Attendance and Drop Policy, in addition to the past designation of courses as "Instructor Permission Required," it is possible to designate courses as "Instructor Permission Required after Term Begins." This new option for enrollment restriction designation enables faculty, departments, and colleges to improve enrollment management through the following specifics of the policies:

**Registration and Add Policy**

For courses designated "Instructor Permission Required after Term Begins," students may register or add until the first day of the term, after which they need to obtain the instructor's permission.

**Attendance and Drop Policy**

For courses designated "Instructor Permission Required after Term Begins," students may be dropped from the course for being absent from the first two class meetings (for courses meeting more than once a week) or from the first class (for

courses meeting only once a week). When this policy is utilized any student missing the designated class(es) may be dropped from the specific class section. The instructor must notify the Registrar's Office promptly for the students to be removed from the roll.

### **Procedure for New Enrollment Restriction of "Instructor Permission Required after Term Begins"**

The established and long standing curriculum procedure for the enrollment designation of courses will continue in effect and be applied under the Registration and Add Policy and Attendance and Drop Policy. In order to have a course designated with any special enrollment restriction, including the new option of "Instructor Permission Required after Term Begins," the established process of submitting through the department and college process and to the university curriculum committee for review and approval the "Course Modification Request" and "Course Inventory Request" is to be implemented.

In both cases of course modification and inventory requests, a clear justification of changing to or creating a special enrollment restriction, including as "Instructor Permission Required after Term Begins," must accompany the "Request."

When departments and colleges submit a "Course Modification Request" or a "Course Inventory Request" for a particular course, such as an existing course like PLS 200, MTH 228, EC 444 or a new course proposal like CS 496, then, as with past established policy, the designated enrollment restriction will apply to ALL course sections and quarterly offerings. If there occurs future pedagogical and curricula changes, such courses may be altered with respect to the enrollment restriction designation through the course modification process. When modified, the enrollment restriction would apply to ALL course sections and quarterly offerings.

In some cases there may be special exceptions to designating ALL course sections and quarterly offerings with a particular enrollment restriction. There may be exceptional pedagogical and curricula needs of departments and colleges that require a particular section or sections of a course offering (e.g., honors sections) during an academic quarter or from one quarter to another due to teaching assignments by faculty members (or, e.g., variable title courses) to carry different enrollment restrictions, including differences such as no enrollment restriction and "Instructor Permission Required after Term Begins." In such cases, the above procedure is to be followed but in addition it must be specified how the enrollment restriction will vary by specific sections or quarterly offerings. A clear justification for proposing different enrollment restrictions must accompany the "Request." Upon approval of these exceptions, the enrollment restriction designations of course sections will be the managerial responsibility of the departments and colleges and be implemented through their processes for submitting quarterly class schedules to the Office of the Registrar.

### **Use of the Drop Policy in High Demand Courses**

In those cases where the use of "Instructor Permission Required after Term Begins" is approved to accommodate student enrollment in high demand relative to offerings courses, it is expected that the instructor will replace dropped students with students wishing to add through departmental or college waiting lists and the normal course add process.

### **Use of the Drop Policy to Accommodate Other Curriculum Needs and Unanticipated Changes**

As specified in the Attendance and Drop Policy, "For courses designated as Instructor Permission Required after Term Begins, students **may be dropped** from the course for being absent ... " It is **not required** that students be dropped by the instructor.

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