

Fall 9-21-2023

## Student Academic Policies Committee Minutes of the Academic Senate 2023-09-21

University of Dayton. Student Academic Policies Committee

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# STUDENT ACADEMIC POLICIES COMMITTEE (SAPC)

ACADEMIC SENATE  
UNIVERSITY OF DAYTON  
2023-2024

## 21 September 2023 Minutes

submitted by Hamed Zolbanin

In attendance: Tim Gabrielli, Jacob Cress, Addison Masek, David Watkins, Hamed Zolbanin, Tom Skill, Caroline Waldron, Lee Dixon

**Tim:** Clarification of the frequent calendar meeting updates. Wires got crossed and Jane and Tim were establishing the meeting schedule. Now, all members should be able to attend at least one of the Monday or Thursday meetings.

**David:** Offered a reflection to open the meeting

**Tim:** Reminder about the next meeting on 10/5

- **Action:** Sign up for minutes & prayers

Minutes from the previous meeting were reviewed and approved.

**Tim:** Reminder of SAPC's charge: Where should the [student's Rights and Responsibilities](#) document be placed, and other policies that pertain to students?

### **Lee Dixon:**

- Catalog (bulletin) serves as an agreement between the university and students
- Specifies what is expected of students (similar to a "syllabus on steroids")
- We see it as a binding document, but we sometimes step outside of it when we think it is to the benefit of students
- Whether and how should the relationship between the provost's office and the registrar's office be reflected in the catalog.
  - Some discussions were made and then inputs were given to the Academic Records Committee (withdrawal and leave of absence must be approved by this committee)
- Catalog must be approved by the provost's office
- Must be included in the catalog:
  - Honor code violation + the process to handle it
  - Procedural information; curricular details
  - Midterm grading is in the Faculty Handbook, but should probably go into the Academic Catalog too. However, we are reluctant to place it in the Academic Catalog because we are not able to deliver it 100% (referring to stats from last year ~ 88%)

- There are things to be added to the catalog; things to be updated; and things that are contradictory.
- We should be able to trace each item in the catalog to their originating forms so that we can easily do so whenever an update is required.
- If a course is taken and it is later turned into a CAP course, the change will apply to that course in retrospect.
- Other institutions handle student catalogs very similarly to us.
- There was a plan to add an Isidore tab to link directly to the student handbook (which was halted due to the person working on it in the IT left UD)
- Action:** Share the working document for this Isidore tab with SAPC
- Thoughts on what should be in the catalog and how it should be made available (e.g., not behind a firewall so that prospective students can access it).
- Degree Works: meant to be a tool to accurately reflect what is in the Catalog, but it doesn't always!
  - We need to alert students that it is a tool that should line up with the Catalog. Next year, we should have many fewer errors.
  - Catalog is binding, not Degree Works.
- Student rights and responsibilities:
  - When there is an appeal: It goes from the chair to the dean to Lee Dixon/Carolyn Phelps in the provost's office (in extreme cases)
  - For example, the process for late withdrawals is not clearly outlined.

**Addison:** Presented results of the [survey](#) they conducted among SGA representatives + synthesized their suggestions. Many respondents want access to these policies, rights, and responsibilities on Isidore and Porches (6/16 mentioned "Porches"; 7/16 mentioned Isidore).

**Jacob:** What is the minimum Isidore usage requirement across the campus (or should there be such a minimum?) This is a question underneath and unanswered by the Senate policy on midterm grades.

**Tim:** Will bring the question about Isidore usage to ECAS