AGENDA

- 1. Welcome
- 2. Approval of the minutes for Oct. 18, 2012.
- 3. Class Attendance Policy discrepancy Ben Smith may visit briefly
- 4. Faculty accomplishment announcements during Faculty meetings
- 5. Items from meeting with President Lewis VGOPs Phase 2
- 6. Faculty Handbook Committee update
- 7. Items for next semester:
 - a. Faculty Handbook changes
 - b. Timeline and procedures for the Swink Award
 - c. Timeline and procedures for the Trustee Award
 - d. Other please bring your agenda items
- 8. Adjourn
- 9. Next regularly scheduled meeting: January 17, 2013.

2. MINUTES APPROVED

3. CLASS ATTENDANCE POLICY – BEN SMITH VISIT

Class Attendance – from Student Handbook

The purpose of classroom attendance is the interaction of the student with the professor, of the student with other students, and the communication of material. Therefore, every student has an obligation not only to himself/herself, but also to the professor and to other students to attend class regularly. The following specific responsibilities and conditions should be noted:

- 1. The attendance regulations at Catawba specifically place the responsibility for regular and punctual class attendance upon the individual student.
- 2. Each faculty member shall set an attendance policy for each course, and provide this policy to students in writing at the beginning of the course.
- 3. Whenever possible, students should make arrangements concerning absences ahead of time. Faculties are under no obligation to allow or facilitate make-up work for any absences. Students bear the full responsibility for making up missed work, material covered in classes missed, and learning of subsequent assignments.
- 4. Students should remain in class for at least ten minutes after the class is scheduled to begin, after which, if the professor has not arrived or has not given word that he or she will be late in arriving, the students may leave.

5. Students must register for their courses promptly at the time set for this purpose and should make certain that they are formally enrolled during the first days of classes.

Faculty Handbook

3.1e Class Attendance Guidelines for Students

The faculty endorsed the following class attendance guidelines (March, 1986) to complement the policy statements outlined in the *Catalog* and directed that this narrative appear ONLY in the *Faculty Handbook*:

"Recognizing the importance of collegiality among faculty colleagues and the need to maintain respect for our academic profession, the faculty endorses the principle of mutual respect for the faculty member who teaches in the classroom and the colleague who expands the students' horizon in the field. Therefore, the faculty supports the following guidelines as appropriate to follow:

- 1. The attendance policy remains the prerogative of each faculty member. Normally, if a student misses more than one-quarter of the meetings of a class, the student will not receive course credit.
- 2. Faculty shall publish their individual attendance policies in course syllabi which are distributed during the drop-add period.
- 3. Faculty may not penalize students for missing classes when competing sponsored activities or events are approved by the Dean of Students. However, faculty members may determine the means of making up missed course work or examinations.
- 4. Should a conflict between an official College event or activity and a normally-scheduled class occur, supervisory faculty of the out-of-class activity are obliged to notify colleagues of the conflict. Students involved in the conflict, moreover, should be urged to notify faculty of their forthcoming absences."

A discrepancy exists between the faculty and the student handbook. Ben Smith is open to reconciling this because he sees his role in the handbook as a compiler (not an author) of policy.

The student handbook should coincide with the catalog and the faculty handbook.

- Q: Who's responsible for the catalog?
- A: Lately, it seems to be coming out of the Office of the Provost.
- Q: Should we have a meeting with the Provost about the catalog and attendance policy?

- C: The professor should have the opportunity to set their attendance policy because some work (group work, performance work) cannot be made up. Each faculty member establishes their own policy.
- C: Yet, the language in the faculty handbook implies that if it's college-approved then it's okay. We need to make sure that this isn't the case.
- C: Is it true that if someone misses one-quarter of a class that they fail? And, if it is, true is it correct across all catalogs and handbooks.
- C: These discrepancies we're noticing in policy will have to be dealt with next semester in stage 2 of the faculty handbook revision.

The point is we're going to have to come to some sort of compromise between faculty and athletics about absence policies. For example, some sports like golf miss a bunch of class. Is it fair to tell those students their grades will suffer because of their sport, especially when that sport pays their tuition?

Recommendations

Question to Ben: First, how quickly does this need to be rectified?

Ben says: I don't think it's that immediate of a concern.

Point: I'd love to see a dialogue between coaches and faculty members...

Point: The policy needs to be clear. That's what we're striving for...

Overall, point, is that we need to make our expectations of absences clearer for our student-athletes. We need to reach out to the coaches, extracurricular leaders, etc. and say that we want to work out a more transparent system for handling absences. At this point, we should work to form a committee of faculty, coaches, student government, etc. to address this issue.

4. A REQUEST TO DEFER FACULTY ANNOUNCEMENTS (TO THE END OF MEETINGS)

Can we request to either eliminate or move to the back of the meeting these announcements?

- C: I think something should be done like a webpage, hardcopy publication, email, etc. for faculty accomplishments. I would like these out of the meetings.
- C: An email would be nice if it included links to articles, etc.

Recommendation

Lyn will bring this up to the Provost.

VGOPS

174 VGOPS put to 12 Task Forces

- 1. Academic Calendar
- 2. International Center
- 3. First Year Experience
- 4. Learning Technology Plan
- 5. Sports Communication Major
- 6. Health Sciences
- 7. Grad Programs
- 8. SEGS/BlendEd
- 9. Sustainability
- 10. Academic Structure
- 11. ????
- 12. University feasibility Study

Think about if you'd like to get involved with one of these committees...