

## **Academic Affairs Committee—October 15, 2019**

Present: Steve Saunders, Erin Sheets, Loren McClenachan, Caitrin Eaton, Barbara Moore, Sam Scott, Thomas LaJoie, Lukas Alexander, Genesis Cazales, Russ Johnson, Jim Sloat

I. Minutes from the previous meeting (October 8) were approved.

II. Three course proposals were approved.

A. History 2xx (Historical Roots of Today's Social Activism) Exp, H, U

B. History 3xx (U.S. as an Empire) Exp, H, U

C. Religious Studies 111 (Religions of South Asia) S, I

III. Field Trip Guidelines

The “final” version of a set of guidelines for field trips during a college recess was discussed and a few changes to the wording were made. These changes strengthen the requirement for dedicated financial support and for adjustment of the post-trip schedule to recognize the academic work done during the break.

The committee considered whether we should report the new guidelines back to the faculty as a *fait accompli*, or if we should bring them as a motion that would be voted on. After considering the pros and cons of each option, a decision was made to bring forward a motion at the December faculty meeting. The motion will ask the faculty to approve new guidelines for field trips during a college recess, which (if approved) would then go into the Faculty Handbook section on field trips.

IV. Incomplete Grades

A second draft of the “Incomplete Request Form” was considered. A discussion ensued around whether it is better for the student to obtain signatures from the course instructor, academic advisor, and class dean before turning in the form, or to allow a three-way conversation after submission of the form (without signatures). The latter option was chosen, along with changing the wording of the form to very strongly encourage consultation by the student with the instructor, advisor, and class dean. Stronger and clearer wording was also added to make sure a student does not assume (simply upon submission of the form) that an “Incomplete” has been approved.