

Undergraduate Academic Affairs Committee

Meeting Minutes

September 9, 2022

Present: Victor Lopez, Jess Santangelo, Jess Eads, Terry Tompkins, Victoria Semple, Suzanne Pike, Elfreda Blue, Debora Riccardi, Evan Koegl, Chris Dippel, Andrew Spieler, Diane Herbert, Kristin Weingartner, Kasmiraa Pandit, Kevin Boston-Hill, Chuck Liang, Amber

- Discussed bylaws and the purview of the committee.
- Minutes from April 20, 2022 were approved.
- Jess Eads, VP for Enrollment Management and Student Affairs provided an update on the incoming class as well as continuing students.
 - Freshman class
 - Original goal 1,556; increased goal to 1,670 in May; Actual new students 1,725
 - Most students no longer submit test scores (57% do not); this is not a large problem given that HSGPA is a better predictor of collegiate success than test scores
 - 57% live on campus; 49.6% self reported as a student of color (up from 46.5%); 32.5% self-report as being from a historically under-represented group(compared to 32% previously); 18% are Honors College; 33.5% identify as first generation; 47% are interested in HCLAS; Enrollment increased in Zarb; 57 are international students this year (pre covid that was approx. 100)
 - Continuing students
 - Retention to year 2
 - Fall 2020 to Fall 2021
 - 80% retention
 - Fall 2021 to Fall 2022
 - 84% retention as of now; expect that to drop about 0.5% by the time we get to census (also note this was one of our largest classes at 1,655 students)
 - Under-represented students persisted at 74% (slightly higher than the previous year of 71%)
- Old Business
 - Completion Ratio/Academic Probation
 - [History of the completion ratio revision](#)
 - Discussed altering the verbiage that was approved by the Senate at the end of Spring 2022; the concern raised at Senate was that the B requirement was an arbitrary demarcation
 - Options to consider:
 - Use vague language “Successful completion of all attempted courses in the term”
 - Keep the B but give justification
 - Use a 3.5 term GPA with Dean’s/Provost’s List justification
 - Tabled until next meeting

Next UAAC Meeting: Friday, October 7, 2022 11:30-12:30pm on Zoom

Undergraduate Academic Affairs Committee

Meeting Minutes

October 7, 2022

Voting Members Present: Jess Santangelo, Victoria Semple, Terry Tompkins, Victor Lopez, Kashmiraa Pandit

Voting Members Excused: Kevin Boston-Hill, Christopher Dippel, Chuck Liang, Deborah Riccardi, Andrew Spieler, Amber Bianchi

Guests Present: Kristin Weingartner, Evan Koegl, Elfreda Blue, Diane Herbert

I. Minutes from 9/9/2022 were reviewed

- A. Vote to approve minutes will occur 11/11/22 as not sure if we had quorum at start of meeting

II. Old Business

- A. Change in GPA criteria to renew Hofstra-awarded scholarships - Jess is meeting with Provost Charlie Riordan 10/24/22 to discuss - will report back 11/11/22

- B. Completion Ratio/Academic Probation ([Attachment A](#)) - The committee discussed the history and proposed verbiage for language in the bulletin. We came to consensus regarding the following change from the version passed by the Senate in May 2022 (striking "with a grade of B or better"):

Current language with verbiage to remove struck through:

University Probation Standards for Low Completion Ratio

For degree progress, the University calculates the completion ratio for each student by using the number of credits attempted and the number of credits satisfactorily completed. Students whose cumulative completion ratios fall below this standard will be placed on academic probation if they do not satisfactorily complete all attempted coursework in the term with a grade of B or better. (Please note that all students in their first term of attendance at Hofstra may only be placed on academic warning, not academic probation, for failing to meet the required completion ratio.)

The final language reads:

For degree progress, the University calculates the completion ratio for each student by using the number of credits attempted and the number of credits satisfactorily completed. Students whose cumulative completion ratios fall below this standard will be placed on academic probation if they do not satisfactorily complete all attempted coursework in the term. (Please note that all students in their first term of attendance at Hofstra may only be placed on academic warning, not academic probation, for failing to meet the required completion ratio.)

Vicky motion; Victor second; 5 in favor; 0 not in favor; 0 abstain

This language applies the same standard for “successful completion of attempted courses” as applies to students not on any type of probation. If a student underperforms in the courses, they will end up on a GPA Probation. If the student receives W, UW, or I, they would still fall into completion ratio probation and we can keep track of them.

Robert’s Rules indicates a simple majority of voting members present constitutes a quorum. Therefore the motion passed and will be presented to the Senate Executive Committee.

III. New Business

A. Merge UAAC and GAAC

1. Following a discussion of the matter, unanimously agreed that merging UAAC and GAAC is a bad idea. Recognizing that there is overlap between UAAC and GAAC in some matters, the committee offered several suggestions to streamline the work of both committees:
 - a) Codify in the bylaws a joint meeting of UAAC and GAAC once per semester
 - b) Codify in the bylaws a mechanism to keep the UAAC and GAAC chairs informed of discussions occurring in the respective committees (beyond what is shared in SEC)
 - c) Identify and flag overlapping topics - UAAC and GAAC could discuss independently then vote jointly

B. FPS 11 ([Attachment B](#))

1. Re: adding an EdTech/IT person to an Ad hoc Appeals Board
 - a) Idea was generally supported
 - b) Jess will talk with Suzanne Pike and Mitch Kase to understand the types of technology that have been an issue with academic integrity issues + what EdTech/IT would be comfortable addressing/educating Board members about (ie, “HU-supported” technology vs other technology that faculty use)
2. Request to review FPS 11 (and 11G) to determine where it would be more appropriate to replace “academic dishonesty” with “academic integrity.”
 - a) Elfreda Blue and Suzanne Pike will take a first look through the verbiage and report to the committee on 11/11/22

C. Latin Honors ([Attachment C](#))

1. Concluded that limiting Latin Honors to students with at least 60 credits of course work completed at Hofstra and using only the Hofstra GPA would improve the current policy. Suggested verbiage to be presented at 11/11/2022 meeting.

- D. The committee was asked to discuss adding a mechanism within the Completion Ratio Probation language for dismissal. This would provide an automatic mechanism whereby a student on Completion Ratio Probation for some TBD amount of time would be dismissed. The student could then appeal. That appeal would go to ARC who could do a deeper dive into that student’s situation.

Undergraduate Academic Affairs Committee

Meeting Minutes
November 11, 2022

Voting Members Present: Jessica Santangelo, Chris Dippel, Victor Lopez, Kevin Boston-Hill, Victoria Semple, Terry Tompkins, Debora Riccardi, Kashmiraa Pandit, Andrew Spieler

Voting Members Excused: Amber Bianchi, Chuck Liang

Guests Present: Evan Koegl, Suzanne Pike, Diane Herbert, Kristin Weingartner, Elfreda Blue

- I. Approval of minutes from [9/9/2022](#) and [10/7/2022](#)
 - A. No corrections were suggested, minutes were approved.
- II. Report of the Chair
 - A. The Chair reported on her meeting with Charlie Riordan, Comila Shahani-Denning, and Elfreda Blue regarding the change in GPA criteria to renew Hofstra-awarded Scholarships.
 - B. The Chair requested self-nominations of UAAC members for the CHES undergraduate curriculum subcommittee. A nominee is still to be determined.
 - C. The Completion Ratio/Academic Probation Language we approved at the 10/7/2022 meeting was approved by the SEC and the Senate with a friendly amendment to add “current” before “term. The final language reads as:
University Probation Standards for Low Completion Ratio
For degree progress, the University calculates the completion ratio for each student by using the number of credits attempted and the number of credits satisfactorily completed. Students whose *cumulative* completion ratios fall below this standard will be placed on academic probation if they do not satisfactorily complete all attempted coursework in the current term. *(Please note that all students in their first term of attendance at Hofstra may only be placed on academic warning, not academic probation, for failing to meet the required completion ratio.)*
- III. Old Business
 - A. Revisit Study Abroad Language ([Attachment 1](#))
 - Context: The university has several policies related to Study Abroad. However, those policies are not in the bulletin and are dispersed across multiple places. The language proposed consolidates the policies in one place in the bulletin. UAAC and SEC had previously passed language. However, at the 11/7/22 Senate meeting questions were raised about who (Chairs or Deans) should approve distribution credits for study abroad courses that aren’t direct equivalencies for Hofstra distribution credits. The language was brought back to UAAC for further discussion.

- Discussion occurred around language limiting award of distribution credits for courses taken during January and summer sessions abroad. That language will be removed.
- Follow up: Suzanne Pike and Kristin Weingartner will update the language as per our discussions during the meeting and provide the Chair with a revised version prior to the next UAAC meeting.

B. FPS 11 ([Attachment A](#))

- Regarding language about an EdTech/IT representative being present at Ad Hoc Appeal Board meetings in which technology is involved:
 - GAAC liked the suggestions UAAC had for that language. GAAC adopted our suggestions and passed language for FPS11G.
 - UAAC reviewed that language and approved it for FPS11. The language now reads:

IV. C. If resolution is not achieved, the Provost will appoint an Ad hoc Board of Appeals and schedule a hearing in seven business days. This hearing will be held within 21 business days, at the earliest date possible in the academic calendar. The Ad hoc Board of Appeals will consist of three (3) voting members chosen from the Honor Board, including one (1) student, one (1) academic administrator, and one (1) faculty member. In addition, the Ad hoc Board of Appeals will contain four (4) non-voting members including a representative from the Provost's office (who chairs the Ad hoc Board of Appeals), Student Affairs, the Dean's office in the school or college where the alleged violation was said to have occurred, and the department (normally the Department Chair) where the alleged violation was said to have occurred. *Should the alleged violation involve Hofstra-supported technology (e.g., Blackboard), at least one (1) representative from Education Technology and/or ITS will be present as a non-voting member.*
 - This language will be presented as an action item at the next SEC meeting
- Elfreda Blue made edits to FPS11 updating it with the term "academic integrity" Elfreda will send that language to Suzanne Pike for the Honor Board to consider. Following Honor Board's input the language will be sent back to the UAAC Chair for UAAC to consider.
- Regarding language about violations occurring after a student has finished a course or after they have graduated, Honor Board had previously discussed this issue and could not come to a consensus. Currently, these instances are used as an educational opportunity as,

particularly in the case of students already graduating, there are limited options for consequences.

- Follow Up: Jess Santangelo is updating the proposed language to reflect that whoever discovers the infraction should file an academic integrity violation report with no penalty. The Provost's Office will review the case and consult with the appropriate Dean(s)/Chair(s)/Faculty Member(s) regarding appropriate penalties.
- An additional point was raised regarding the legal implications of students selling/providing copyrighted materials (ie, the materials created by the instructor). Victor Lopez will provide language that could be included in the syllabi language distributed each semester by the Provost's Office to the faculty.

C. Latin Honors ([Attachment B](#))

1. We discussed the proposed verbiage. Following a motion and a second, the proposed verbiage was passed by the UAAC. The language will be sent as an action item to be considered at the next SEC meeting.

IV. Information Item: ATHENS Summer Research Program (Kashmiraa)

- A. Kashmiraa Pandit, our student senator, shared her idea for a humanities-based research program that would parallel the HU Summer Science Research Program.

V. New Business

- A. Completion Ratio Probation language to address dismissal ([Attachment C](#))
- B. Course Repeat ([Attachment D](#))
- C. Writing Proficiency Exam
- D. Payment for Transcripts
- E. Mid-semester drop/add mismatch in timing
- F. Rules for allowing courses to count for multiple courses of study
- G. Number of credits required for degrees
 1. Follow-Up: Evan Koegl will provide the UAAC with a list of the programs and their credit requirements for our consideration
- H. Review course designations (WI, QR, REUS, Internationalization)
 1. A brief discussion occurred regarding these designations. We will discuss in detail at the next UAAC meeting.

Our next meeting is 11:30am-12:30pm 12/9/2022

Undergraduate Academic Affairs Committee

Minutes

December 9, 2022

Voting Members Present: Jessica Santangelo, Chris Dippel, Victor Lopez, Debora Riccardi, Terry Tompkins, Kashmira Pandit, Kevin Boston-Hill, Andrew Spieler

Voting Members Excused: Vicky Semple

Guests Present: Kristin Weingartner, Teri Cox, Suzanne Pike, Diane Herbert, Evan Koegl, Elfreda Blue

Minutes from 11/11/2022 were approved with no corrections.

The Chair reported that the language for FPS 11 adding EdTech/IT to Appeals Board Hearings passed the full faculty on 12/5. The language regarding award of Latin Honors passed the full faculty on 12/5.

The committee finished up some old business:

- Reviewing changing verbiage in FPS 11 from academic dishonesty to academic integrity ([Attachment A](#)). The final language will be voted on at the February UAAC meeting.
- Discussed FPS 11 language around violations that occur after course completion or graduation. GAAC wrote a memo that presented areas for discussion for the Honor Board. Since the language in FPS 11 and 11G parallel each other, UAAC will wait until GAAC hears back from the Honor Board before moving further.
- Discussed suggested syllabus language ([Attachment G](#)) around copyright infringement that Jess as UAAC chair will send to Elfreda who will share that language with legal for review. We further discussed including:
 - a) Study-friendly language/examples
 - b) Educational campaignTo help faculty around copyright issues.
- We approved Study Abroad Language ([Attachment B](#)) that will be sent to SEC in March.

The committee began tackling new business:

- Completion Ratio Probation language to address dismissal ([Attachment C](#))
 - Evan, Suzanne, Diane, Elfreda were planning to discuss offline to determine the length of time that would be appropriate for students to remain on completion ration probation prior to moving for dismissal
- Number of credits required for degrees - Evan sent Jess an excel spreadsheet with the credits required for each program
- Review course designations (WI, QR, REUS, Internationalization)
 - Kristin was going to pull those associated with HCLAS
 - Our goal is to understand what designations exist, to which students they apply (eg BA vs BS), any history about them), who puts those designations on, how easy is it for students to navigate these various designations

The meeting adjourned after 1 hour.

Undergraduate Academic Affairs Committee

Minutes

February 10, 2023

Voting Members Present: Victor Lopez, Debbie Riccardi, Vicky Semple, Kashmira Pandit, Kevin Boston-Hill

Voting Members Excused: Terry Tompkins, Chris Dippel, Andrew Spieler

Guests Present: Kristin Weingartner, Evan Koegl, Diane Herbert, Elfreda Blue, Kathleen Wallace (visiting from Planning & Budget), Teri Cox

Minutes from [12/2022](#) were approved.

The Chair provided the following report:

- A. The SEC+ (SEC plus Chair of Chairs Caucus, Speaker of the Faculty, SCREAM) have been reviewing the faculty statutes. We reviewed Faculty Statute VII The University Senate and offered suggested revisions to Provost Riordan. We are waiting to hear his comments. Our proposed revisions will be offered as an information item at the 2/13 Senate meeting.
- B. The Senate co-sponsored the Teaching and Learning Conference which was a huge success.
- C. The 2/13 Senate meeting will be 2:30pm at the UClub.
- D. We will no longer serve refreshments at Senate meetings due to expense.
- E. Jess met with both HCLAS Dean's candidates to date with other members of the SEC to ask questions about shared governance. Both candidates affirm a commitment to shared governance. No red flags were raised.
- F. Jess met with the external library review committee to provide feedback to support their review.

The committee addressed the following items in Old Business:

Completion Ratio Probation language to address dismissal ([Word doc with clean language](#))

- Evan shared data that compared the number of students on completion ration probation in the following categories: 2nd term in 3 semesters, 2nd consecutive term, 3rd consecutive term.
- The 3rd consecutive term was offered as the most logical timeframe. This provides a mechanism to catch students after a reasonable amount of outreach and support while also providing a manageable number of students for the ARC to handle.
- The language parallels that of GPA Probation in that the student is dismissed, then may appeal to the ARC.
- The committee discussed whether this process resulted in inequities with respect to the bureaucratic process. Following discussion, it was clear students receive significant outreach that should address this concern.

- A motion was made, seconded, and the committee ultimately voted to approve language codifying 3rd consecutive term on completion ratio probation as the timing to dismiss a student.
- The committee also approved an update to the language about “dropping students from the roles” in the GPA probation section.

Number of credits required for degrees

- Discussed the range of credits (120 to 134). Sometimes the number of credits is due to accrediting bodies.
- The committee discussed whether consistency across all degrees/programs is a goal.
- There is a motivation to shift credit requirements downward to help students graduate on time.
- Evan will work with institutional research to help us determine if fewer students graduate on time in those programs that have higher credit requirements relative to those with lower credit requirements. This gets complicated when considering students who enter with transfer or AP credits or those who change majors and at what time point they change majors.
- We should also consider how the program is being marketed to students (for example, do we tell students they can expect to finish in 4 years? In 5 years?)
- We want to be mindful that we don't threaten distribution courses if we reduce credits. Can we accomplish our liberal arts education mission with a smaller number of credits? What is needed for the degree that also helps us produce an effective citizen?

At 2:35pm non-voting members of the UAAC departed. Senators and Senators-At-Large remained to discuss the Senate.

Undergraduate Academic Affairs Committee

Minutes
March 3, 2023

| Voting Members Present | | Guests Present |
|--|--|---|
| <input type="checkbox"/> Kevin Boston-Hill | <input checked="" type="checkbox"/> Victor Lopez | <input type="checkbox"/> Jessica Eads |
| <input checked="" type="checkbox"/> Christopher Dippel | <input type="checkbox"/> Deborah Riccardi | <input checked="" type="checkbox"/> Diane Herbert |
| <input type="checkbox"/> Chuck Liang | <input checked="" type="checkbox"/> Victoria Semple | <input type="checkbox"/> Evan Koegl |
| <input checked="" type="checkbox"/> Jessica Santangelo | <input checked="" type="checkbox"/> Andrew Spieler | <input checked="" type="checkbox"/> Suzanne Pike |
| <input checked="" type="checkbox"/> Terrance Tompkins | <input checked="" type="checkbox"/> Kashmiraa Pandit | <input checked="" type="checkbox"/> Kristin Weingartner |
| | <input type="checkbox"/> Amber Bianchi | <input checked="" type="checkbox"/> Elfreda Blue |

Minutes from [02/2023](#) were approved.

The Chair provided the following report:

- A. Jess is on the Council @Hofstra for Ensuring Student Success (CHESS) subcommittee on the First Year Experience. We had a meeting in January to begin developing ideas to support student success and are meeting biweekly. If your unit/area/department has programs or initiatives that target/support students in their first year please let Jess know, including how well (or poorly) resourced those initiatives are so we can make recommendations regarding how to move forward
- B. The Completion Ratio Probation language and Study Abroad language we approved is going to SEC.
- C. Next Senate meeting (all Senators and Senators-At-Large are invited) Monday, March 13, 2023 3-4pm UClub or Zoom.
- D. Next UAAC Meeting:
Friday, April 7, 2023 Zoom

The committee addressed the following items in Old Business:

- A. Number of credits required for degrees: The committee decided to table this discussion as duplicative efforts are underway (Provost's Office, CHESS Curriculum subcommittee, SGA, UAAC). The Chair will discuss this with the Provost at the next SEC meeting.
- B. Approved changes to FPS11 (regarding academic honesty vs academic integrity ([Attachment 1](#))). The Chair sent these to GAAC to ensure that FPS 11 and 11G align. The Chair also requested a discussion with GAAC regarding combining FPS 11 and 11G into one document.

II. New Business

- A. Course Repeat ([Attachment A](#)) We had a lengthy, substantive discussion about the policy.

Currently, students are allowed to repeat two courses at Hofstra with the second grade replacing the first grade in the student's GPA. Both grades remain on the transcript.

The request is that we consider making the course repeat option automatic for any student who retakes a course.

- Making it automatic would do away with a student's ability to know how they are doing in the course the second time around before filing the repeat course form
- Currently, students must file the form within 10 weeks of the start of the semester. However, we always allow students to file late. Some students follow the rules and don't bother to submit the paperwork if it's more than 10 weeks into the semester. So some students are penalized and other students who file the paperwork late regardless of the stated rules are rewarded.
 - Could/should we remove the deadline? Removing the deadline would address the issue of some students asking for exceptions with other students not knowing to ask. It would also reduce paperwork handled by the Provost's Office.
 - Or could we put a reasonable deadline like prior to applying for graduation?
- Currently, when students have already used their two course repeats, we have been giving exceptions and allowing students to do the course repeat for a third course, subsequently removing the course repeat from one of the two prior courses. Again, students would have to have the cultural capital to ask for this exception.
- How do we make sure the students know that they CAN do this?
 - Could we build this into review of students' courses?
 - Could we create a message that, when students try to register for a course a second time, the message tells them what their options are (this would be if they retained the ability to choose which courses they wanted to use this for)
 - Can we flag degree works so things come up bold when they are repeated, advisors would see that and be able to talk to students about it - it let's faculty/advisor remind students about it

Pros:

Making it automatic makes it the same for every student

Reduces the amount of paperwork required

Cons:

Should students be able to “sanitize” their academic performance?
Should they be able to re-take as many classes as they want and then pick and choose which ones to replace?

Questions:

1. Data request: How many students are repeating courses? Of those students, how many are taking advantage of the course repeat option? How many are *not* taking advantage of the course repeat option?
2. Operationally, how does this policy currently work? If a student has filed the paperwork, is the replacement automatic or done by hand?
3. If we were to change the policy to make use of the course repeat option automatic, how would that work, operationally? Would it only happen if the student got a higher grade the second time around? What if the student got a lower grade the second time around?

Thoughts to keep in mind:

- Whatever we land on, let's not rely on faculty to be the ones to review student courses and keep track of course repeats
- If we were to limit the course repeat option to only the first two courses students retake (that is, we remove the option to decide which courses to apply the policy to), that could be detrimental to students on probation who go to ARC - we would not want to block the opportunity for them to be successful. If we said the policy only counts for the first 2 courses they repeat, that would make it hard to drop use of the policy one of the first two and allow a third time around to count as one of the two
- Automating the policy such that it applies only to the first two course repeats prevents the sanitizing of the academic record and offers the same option to everyone. However, we want students to have the best academic outcomes. Therefore, what harm does it bring to allow students to have that choice regarding which courses the policy applies to?
 - Maybe it's automatic for the first two and then, if a student repeats a third course, they are asked if they'd like to trade out one of the first ones for the third one?
 - Alternatively, as students repeat courses, whichever repeated course(s) most positively impact their GPA are the ones that are automatically used for the purposes of the course repeat policy?

- III. Senators and Senator-At-Large met separately from guests to discuss proposed changes to FS 7 and FS 9, committee structuring and reporting mechanisms, developing a list of items for which outcomes data are warranted along with a timeline for distribution and assessment of those data.

Undergraduate Academic Affairs Committee
Meeting Agenda
April 7, 2023

| Voting Members Present | | Guests Present |
|---|---|--|
| Kevin Boston-Hill Christopher Dippel Chuck Liang Jessica Santangelo Terrance Tompkins | Victor Lopez Debora Riccardi Victoria Semple Andrew Spieler Kashmiraa Pandit Amber Bianchi | Jessica Eads Diane Herbert Evan Koegl Suzanne Pike Kristin Weingartner Elfreda Blue Teri Cox |

- I. Minutes from [03/2023](#) were approved

- II. Report of the Chair
 - A. The FPS11 academic integrity/academic dishonesty language approval was shared with GAAC along with the idea that we could combine FPS11 and 11G.
 - B. The study abroad language was passed at Senate and will be brought to the full faculty.
 - C. The completion ratio probation dismissal language was passed at Senate and will be brought to the full faculty.
 - D. Jess met with three of four HPHS candidates as part of the Senate Executive Committee (SEC)
 - E. Request to volunteer for a subcommittee of the Generative AI Task Force
 - 1. Exploring policy statements regarding use of AI in the classroom
 - 2. Reports to the provost office. Co-chaired by Stavros and Mitch Kase. Duration is to the end of Spring 2023. The task force itself has been meeting weekly but the subcommittee just formed.
 - 3. Debora Riccardi volunteered to serve on the subcommittee
 - F. Next Senate meeting (all Senators and Senators-At-Large are invited):
Monday, April 24, 1pm UClub and zoom
 - G. Joint UAAC and P&B Meeting:
Friday, April 28, 10-11am zoom
 - H. Next UAAC Meeting:
Friday, May 5, 2-3pm zoom

- I. Old Business
 - Two comments were brought up at the last Senate meeting:

- A. Regarding financial aid/scholarships and the study abroad language
 - 1. Table until Suzanne Pike can join
 - B. Regarding no mention of faculty/major advisors in the probation language, only mention of CUA advisors:
 - 1. Only CUA advisors work on academic plans, therefore must keep the CUA advisors in the language. Rather than adding faculty/major advisors to the policy language we are talking with Marc Oppenheim about having CUA advisors email the academic plan to the appropriate faculty/major advisor, explaining in the email what an academic plan is and why students complete one. This has bonus effects of connecting CUA and faculty/major advisors and having more people (the faculty/major advisors) discussing the academic plans with students
 - C. Course Repeat ([Attachment A](#)). We continued with a robust discussion. We will have some verbiage ready to discuss at the next meeting.
- II. Senator and Senator-At-Large Discussion of FS VII and IX

Undergraduate Academic Affairs Committee
 Meeting Agenda
 May 5, 2023

| Voting Members Present | | Guests Present |
|---|---|--|
| Kevin Boston-Hill Christopher Dippel Chuck Liang Jessica Santangelo Terrance Tompkins | Victor Lopez Debora Riccardi Victoria Semple Andrew Spieler Kashmiraa Pandit Amber Bianchi | Jessica Eads Diane Herbert Evan Koegl Suzanne Pike Kristin Weingartner Elfreda Blue Teri Cox |

- I. Minutes from 04/2023 were approved.

- II. Report of the Chair
 - A. Joint UAAC and P&B Meeting Friday, April 28, 10-11:30am zoom
 - 1. Admissions
 - a) Wanted 1635 deposits, got 1641
 - b) Expecting some melt (about 200) over the summer but working to limit that and enroll additional students
 - 2. INTO
 - a) contract might renew every 10 years (unclear)
 - b) No cost to HU for having INTO
 - B. Jess met with Charlie Riordan, Elfreda Blue, Comila Shahani-Denning, Kashmiraa Pandit and Christianna Giovanangelo to discuss adding an 18th credit to the full-time tuition

- I. Time-Sensitive Business
 - A. Nominate someone to be on Academic Review Committee (ARC)
 - 1. Meeting: June 7 9:30-noon, July 12 9:30-noon, July 26 9:30-noon, Aug 9 9:30-noon, Aug 23 9:30-noon
 - a) Deadline for students to appeal is Aug 18
 - 2. Suggestions for two other people Jess can nominate to ARC
 - a) Kevin Boston-Hill self-nominated to serve
 - B. Create two ad hoc committees
 - 1. 18th credit
 - a) Kashmiraa Pandit, Kristin Weingartner (Chair), Victoria Semple, Terry Tompkins

- b) Kashmiraa picks another person from SGA Academic Affairs Committee
 - c) Engineering rep (Jess will ask)? Someone from financial aid (Jess will ask Sandy)? Andrea in registrar office?
 - d) Then share with Chairs' Caucus
 - (1) Explore extending tuition to summer and Jan or apply the credits to another semester - especially for students who are either required for the program OR are essentially required to be able eventually get a job - Music Business
 - (2) Also School of Comm - trying to find funding - longstanding issue - makes it hard to advise - they can't afford to do it in the summer but don't have time to do it during in the semester
 - e) Separate the issues
 - 2. Tutoring
 - a) Debbie Chair, Kashmiraa, Stephanie Hricko
- II. Old Business
- A. Revisit comment from prior Senate meeting:
 - 1. Regarding financial aid/scholarships and the study abroad language
 - a) Suggest adding the following to the Study Abroad Language
"check with the study abroad office and financial aid about the applicability of your financial aid package to your study abroad program"
 - B. Continued discussions regarding Course Repeat ([Attachment A](#)). We previously decided to make the course repeat option automatic. Now the discussion is centering around the logistics of making that happen.
- III. New Business
- A. No new business was discussed