

Education Policy Committee Meeting Minutes

DATE: 4/8/2022

Faculty/Staff Members: Alyson Dearie, Eric Edlund, Margaret Gichuru, Christina Knopf, Maaike Oldemans, Jason Parks, Abby Thomas, Jeff Walkuski, Chris Widdall

Student Members: none

Ex-Officio Members: Thom Hanford

Guests: Nancy Diller

Topic	Comments/Discussion	Action
Approval of minutes	Review of minutes from April 1, 2022	approved
General discussion	The transfer retake policy changes (proposed by Carol Corbin) were approved at the last Faculty Senate meeting.	
Old business	Discussion of changes to the INC grade policies <ul style="list-style-type: none">• A draft of a change to the incomplete (INC) grade procedure was drafted by Chris Widdall and shared with the committee.• Noted that the INC policy can be found in the College catalog under “Academic Policies.” https://catalog.cortland.edu/content.php?catoid=39&navoid=4893• Mentioned the need for faculty to consult with the student before giving an INC grade.• It was pointed out that even if the instructor has authority to give an incomplete grade, there should be a mutual agreement with a student. Students may have a right to decide on receiving an incomplete grade to avoid situations in which students get incomplete grades, yet they are not ready to do the work. Emphasized on consulting with students before filling an INC form.	

	<ul style="list-style-type: none"> • Questions were raised about situations in which students could get an incomplete without consultation. • Noted that the COVID-19 pandemic led to instructors giving more incompletes. • Discussed that some classes are exempted from completing the incomplete form and these are described in the university's catalog. The instructor will still need to complete an exempt form. • Pointed out that MT (multi-term) or LG (late grade) are grades for courses that do not need the incomplete. • Discussed the situation of students who do not finish fieldwork and receive an actual incomplete, but with summer sessions being extended very few students do not complete their fieldwork. • Stressed that LG is not to be a grade holder. • Mentioned that MT is a new grade proposal. There are specific courses in which MT can be used. • Discussed updating the system and including new grade codes. 	
	<ul style="list-style-type: none"> • The draft INC policy was discussed and edited. 	Eric will present the draft to the steering committee at next week's meeting on 4/12.
New business	No new business	
Adjourned		Meeting adjourned at: 10:51 AM
	Respectfully submitted by Margaret Gichuru, 4/18/2022	