

ANNUAL REPORT
STANDING COMMITTEE OF THE COUNCIL OF RHODE ISLAND COLLEGE

Committee: Committee on Academic Policies and Procedures

Prepared by: Paul Tiskus

Date: June 27, 2016

1. Members of the Committee

Paul Tiskus (Chair) –FSEHD/FAS
 Claire Creamer - SoN
 Michael Hayden - SoM
 Maria Lawrence - FSEHD
 Rebecca Merson - FAS
 Jayne Nightingale S-OASIS
 Scott Mueller – SWRK
 Jennifer Mullen – S-Admissions
 Dawn Rainey - Student
 Tamecka Hardmon S-Director of Records
 Ron Pitt A-VPAA
 Nancy Carriuolo A-President, non-voting

2. Meeting Dates

October 12, 2015
 November 30, 2015
 February 3, 2016
 April 20, 2016

3. Review of Committee Activities

Proposal #1: Addition of Bachelor's / Master's Dual Degree Program

Rationale: The Dual Degree Program has been approved by the Graduate Committee. This proposal addresses changes to current policies regarding the inclusion of graduate-level courses when applied to undergraduate degrees.

Add 3.1.4: Bachelor's/Master's Dual Degree Programs

Dual Degree Programs are identified as programs that allow undergraduate students to earn credits toward a graduate degree upon conditional admission. Rhode Island College undergraduate students may apply after earning a minimum of 60 credits. Each graduate program in a dual degree program sets the application process and admission standards. Successful undergraduate applicants for the dual degree program are conditionally accepted into the graduate program, and may begin taking graduate classes after earning at least 90 undergraduate credit hours. Students who have completed their undergraduate degrees and are in good standing with their graduate program will have their program acceptance changed from conditional to final acceptance.

Add 3.3.3(c) : Bachelor's/master's dual degree program students

Undergraduates who have been admitted to a bachelor's/master's dual degree program are exempt from 3.3.3 (a) and (b). These students will be allowed to take a maximum of 15 graduate credits while completing their undergraduate studies, of which up to 9 graduate credits may also

count in fulfillment of the undergraduate major program, depending upon that undergraduate program's policy for allowing credit for graduate courses. Graduate credit may not count toward undergraduate minors.

The proposal was approved by CAPP on 10/12/15 and forwarded to the Council Executive Committee. It was approved by Council on 12/12/14 and approved by the President on 12/16/14.

Proposal #2: Proposal to Include Religious Observances in Attendance Regulations

Rationale

Currently there is no policy accounting for excused student absences as a result of religious observance.

Amend 3.13.1 Student Attendance

Insert: Students missing classes, exams, or coursework due to an observance of religious holidays must be allowed to make up the outstanding work as arranged by the instructor. Students are required to inform their instructors of their plans to observe a religious holiday within the add/drop period so that instructor and student have sufficient time to plan for any necessary alternative arrangements.

Proposal #3: Proposal to Define Student Work Expectations Out of Class

Rationale

NEASC and Federal regulations has defined the amount of in-class and out-of-class work for 1 credit hour during a 15-week semester.

Amend 13.14.1 Class Length

Insert: One credit hour of classroom instruction is expected to be supplemented by a minimum of two additional hours of student out-of class work each week for a full semester. Internships, practica, student teaching, studio work, laboratory work, online courses, research, and other academic activities leading to the award of credit may organize student work in configurations which do not precisely match this definition but, are expected to be equivalent to the amount of work required per credit hour in a standard lecture or seminar course as defined above.

Proposal #4: Proposal to set the number of attempted credits in which students are to satisfy the First Year Seminar requirement: Reduce the number of attempted credits from 40 to 30 and to add that the student will remain on academic probation until the requirement is satisfied.

Amend Section 3.10.4 (a) of the College Handbook

(a) College Writing Requirement

All students are required to complete the College Writing Requirement. In most cases, this requirement is satisfied by the completion of FYW 100, or FYW 100P with a minimum grade of C (for the Feinstein School of Education and Human Development). Students who pass FYW but do not achieve the minimum grade required will receive the college credit but will not have fulfilled the College Writing Requirement.

This requirement may also be satisfied by:

- i. passing the appropriate College Level Examination Program (CLEP)/College Composition, with a minimum score of 50, and by reporting the score to RIC's admissions office; or

- ii. by passing the course equivalent of FYW 100 with a C or better (B for the Feinstein School of Education and Human Development). Transcripts from the institution at which the student enrolled in the equivalent course should be sent to the Office of Admissions.

All students who score 430 or below on either the SAT Critical Reading or the SAT Writing (or Writing subscore of 17 or less on the ACT) or students who have not taken the SAT are required to sit for the College Writing Examination. This placement examination will determine the student's readiness for FYW100. As a result of the placement examination, some students may be required to enroll in FYW 010 prior to taking FYW 100.

Students are urged to fulfill the College Writing Requirement in their first year of study at Rhode Island College. Students who have not fulfilled the College Writing Requirement before the completion of 30 attempted credits at the college will be placed on academic probation until the requirement is satisfied.

Proposal #5: Set the number of attempted credits in which students are to satisfy the First Year Seminar requirement.

Rationale: The purpose of FYS is to help former high school students transition into college students. As such, it is crucial that they complete it in their first year, i.e., within their first 30 credits, at RIC. Using probation, such as that used by the FYW program, will not work for FYS because it allows students to continue to register for courses at a reduced number of credits. The FYS proposal will flag students attempting to enter their second year having not completed FYS and not allow them to register for any other courses until they have received necessary advising and/or counseling and have either registered for or proven completion of FYS.

Add Section 3.10.4 (c) to the College Handbook

(c) First Year Seminar

Students are required to complete First Year Seminar (FYS 100) within their first 30 attempted credits at Rhode Island College. Students who have not met this requirement will have an FYS hold placed on their registration, preventing them from registering for subsequent classes. Students who are enrolled for an upcoming FYS 100 by the FYS Coordinator will have the hold removed by the FYS Coordinator.

Proposal #6: Amend Class Scheduling Patterns

Rationale: Increased classroom availability: Overlaps in time of any two courses prevent a single classroom from being used for both. A reduction in overlapping time blocks would effectively increase classroom availability, the shortage of which is a known problem.

Easier student construction of course schedules each semester: A common complaint from students is that they have difficulty putting together a schedule of courses due to conflicts. This situation creates systemic disruption of undergraduate student programs of study and may impede graduation rates.

In December, the Committee distributed an initial draft of a proposed schedule and a survey established to provide the Committee with feedback from faculty on the impact on personal and departmental schedules. From these results, a second draft was submitted to faculty in April and feedback solicited via a survey. Without revisions, this draft was forwarded to Council. (see

attached classroom and laboratory schedule).

4. Decisions Approved and Actions Taken

Proposal #1: Addition of Bachelor's / Master's Dual Degree Program

The proposal was approved by CAPP on 10/12/15 and forwarded to the Council Executive Committee.

Proposal #2: Proposal to Include Religious Observances in Attendance Regulations

The proposal was approved by CAPP on 10/12/15 and forwarded to the Council Executive Committee.

Proposal #3: Proposal to Define Student Work Expectations Out of Class

The proposal was approved by CAPP on 10/12/15 and forwarded to the Council Executive Committee.

Proposal #4: Proposal to set the number of attempted credits in which students are to satisfy the First Year Seminar requirement.

The proposal was approved by CAPP on 3/12/16 and forwarded to the Council Executive Committee.

Proposal #5: Set the number of attempted credits in which students are to satisfy the First Year Seminar requirement.

The proposal was approved by CAPP on 4/4/16 and forwarded to the Council Executive Committee.

Proposal #6: Modify course scheduling patterns

The proposal was approved by CAPP on 4/20/16 and forwarded to the Council Executive Committee.

5. State Specific Recommendations of the Committee in the form of Resolutions to Council

Proposal #1: Addition of Bachelor's / Master's Dual Degree Program

It was approved by Council on 11/13/15 and approved by the President on 11/23/15.

Proposal #2: Include Religious Observances in Attendance Regulations

It was approved by Council on 11/13/15 and approved by the President on 11/23/15.

Proposal #3: Define Student Work Expectations Out of Class

It was approved by Council on 11/13/15 and approved by the President on 11/23/15.

Proposal #4: Set the number of attempted credits in which students are to satisfy the First Year Seminar requirement.

It was approved by Council on 4/8/16 and approved by the President on 4/20/16.

Proposal #5: Set the number of attempted credits in which students are to satisfy the First Year Seminar requirement.

It was approved by Council on 5/6/16 and approved by the President on 5/10/16.

Proposal #6: Modify course scheduling patterns

It was approved by Council on 5/6/16 and approved by the President on 7/11/16.

6. Specific Recommendations to New Committee

- Discuss the College policy regarding faculty action to be taken on occasions when all College classes are canceled.
- Re-write Section 3.4.1 of the College Handbook to clarify maximum undergraduate course load during the summer.
- Discuss the designation of “hybrid” and “on-line” courses, scheduling practices, and policies that may be unique to their delivery.