

Academic Affairs Committee  
Minutes for December 18, 2013  
Approved January 21, 2014

Members present: Elizabeth Campbell, Rober Cavallo, Andrea Dziubek, Dan Jones, Patricia Murphy, Rafael Romero, Linda Weber; Daryl Lee, John Lasher, Jennifer Phelan.

1. The committee amended and approved the minutes of the November 19, 2013 meeting.
2. The committee reviewed the draft policy for the SUNYIT transfer grade policy and approved it in principle. The committee agreed to add the following issues in the draft policy:
  - a. The policy should note that courses that needed to be retaken in order to earn an acceptable grade will not earn credit.
  - b. The policy should note that transfer credits must be from accredited institutions (refer to the standards set in SUNYIT's admissions policy).
  - c. The policy should permit degree programs to exercise discretion in transferring courses graded on S/N, P/F and equivalent scales.

The committee directed the chair to revise the draft policy to include the above issues and circulate prior to the January meeting.

3. The committee reviewed a request from the family of a student to award a degree posthumously. The request was made through the Provost's office and included a recommendation by L. Francis-Gladney, Chair of the Department of Business Management, that upon review of the student's progress towards completion (the student was one credit from graduation and had met all program requirements) to award the degree. Upon review of the recommendation, the committee recommended the awarding of the degree in December 2013. It should be noted that this action was taken in absence of a formal campus policy on awarding posthumous degrees; the committee will draft a policy this academic year.
4. The committee continued discussion of J. Phelan's request to consider adopting a standardized four-year program of study template in light of the SUNY mandate that all programs publish four-year programs of study. J. Phelan informed the committee that SUNY's original deadline of January 2014 had been pushed back to Fall 2015. The committee reviewed a variety of four-year programs drafted by different programs and did not identify any issues of concern in adopting a standard template for admissions and admissions advisors to use when meeting with prospective students. The committee therefore agreed to endorse J. Phelan's request that admissions generate standard four-year programs of study with the following provisions:

- a. The programs of study should be identified as examples and should be presented as descriptive rather than prescriptive;
- b. The course selections should identify the various options available to students for choosing how to meet various requirements;
- c. The format of the program of study should follow the model of the basic templates reviewed (i.e. simple table formats identifying Fall and Spring semesters in sequence).

The committee agreed that programs should retain the option to create and use their own program of study formats for advising purposes. Committee representatives were asked to report back to their departments on the committee's recommendations.

5. The committee began discussing the development of a posthumous degree policy. There was extensive discussion over the following issues:
  - a. The appropriate party or parties who may initiate a request to award a posthumous degree.
  - b. The appropriate number of credits that must be earned.

The committee identified several other issues to consider as well, including meeting a residency requirement, how to identify a posthumous degree (i.e. is it identified as posthumous or not), and how to recognize the awarding of such a degree. In addition, J. Lasher informed the committee on how the Registrar's Office handled the processing of posthumous degree.

It became clear that drafting a posthumous degree policy is a sensitive matter given the circumstances that such a policy is meant to address. The committee agreed to defer any decisions on these issues until the next meeting.

6. Meeting adjourned.