

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
NOVEMBER 27TH, 2023
3:00 PM
VIA ZOOM

PRESENT: D. Zahm (presiding); K. Albright; K. Goynes; R. Holloway; S. Huxtable; M. Kimbrell; N. Nassan; M. Norris; G. Novack; S. Over; M. Pleimling; K. Redican; S. Shupe; K. Thompson; K. Swaby; J. Tokuhisa; K. Tran; A. Zink-Sharp

ABSENT: K. Edgar; S. Ganapuram; V. Nguyen; C. Ruktanonchai; M. Seref; N. Staley; S. Sumner; D. Thorp; R. Waheed

GUESTS: L. Buchanan; E. McCorkle; N. Smith; R. Pitcher; R. Sparks; K. Wells

D. Zahm called the meeting to order at 3:01 PM. A quorum was present.

ADOPTION OF THE AGENDA

A motion was made and seconded to adopt the agenda. The motion carried.

APPROVAL OF OR ANNOUNCEMENT OF APPROVAL AND POSTING OF MINUTES OF NOVEMBER 13TH, 2023

D. Zahm noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the web (<http://www.governance.vt.edu>).

Academic Policy Discussion

“W” Grade Policy Considerations Moving Forward

D. Zahm opened the floor for discussion with a powerpoint to guide the commission. The discussion included the following topics:

- The current “W” grade policy was discussed and explained.
- All the college deans discussed how they handle the “W” process. The colleges have similar processes. Students must fill out an electronic form to declare a “W.” Students are encouraged to speak with an advisor, but it is not required.
- At times, students request a late “W.” Some students cite not knowing their grade as a reason for wanting to use the “W” after the deadline. Often, these students are on the borderline between grades.

- The commission had a general consensus that the “W” deadline should be extended. This deadline should be after final grades, but it should not be extended for a long period of time.
- Because there are different minimum grades for various majors at the university, the commission discussed what the maximum grade for a “W” should be. Banner cannot differentiate between minimum grades for majors in this process. As a result, it would be best to choose a maximum grade where a “W” can be used for all classes. Otherwise, this becomes a manual process.
- The commission discussed potentially requiring the student to fill out an application to declare a “W,” which would be applied or not applied depending on the student’s decision after final grades have been posted.
- When the deadline for declaring a “W” is changed, other factors need to be considered including transcripts, diplomas, student academic progress (SAP), academic standing, prerequisite completion for the next term, GoArmy grades, and probation and suspension. If the deadline is extended too far, it could affect multiple university processes. However, there needs to be enough time for a student to speak with the instructor if needed.

Commission Discussion

Shared Governance Feedback

D. Zahm gave the opportunity for members to make comments on the Shared Governance Feedback questions.

NEW BUSINESS

ACCEPTANCE AND POSTING OF COMMISSION/COMMITTEES/SUB -COMMITTEES REPORTS AND/OR MINUTES

Academic Support Committee

No report.

Academic Policies Committee

M. Pleiming reported that they are meeting on November 28th, 2023.

Athletics Committee

No report.

Commencement Committee

No report.

Honor Council

No report.

Library Committee

If any topics need to be taken to Library Committee, please let Sara Over know.

University Curriculum Committee for General Education

No report.

Administrative and Professional Faculty Senate

K. Swaby reported they are launching a Beyond Boundaries scholarship.

Staff Senate

No report.

Faculty Senate

No report.

Undergraduate Student Senate

No report.

Graduate and Professional Student Senate

No report.

OTHER BUSINESS:

Nominations of CUSP Sub-Committee Chairs and Representatives For Academic Year 2023-2024

The following individual accepted the nomination to serve as Chair and Representative of CUSP Sub-Committees for Academic Year 2023-2024:

- Academic Support Committee
 - Commission will revisit at the January 22nd meeting.

ADJOURNMENT

There being no further business, a motion was made to adjourn the meeting at 3:55 PM.

*Respectfully Submitted,
Rachel Pitcher, Office of the University Registrar*