

Student Academic and Financial Affairs Committee
Minutes
September 17, 2015

Name	Term	Affiliation
Conte, Tom	[14-17]	CoC-CS
Mulford, Charles	[13-16]	Business
Nobles, Greg	[11-17]	Honors Program
Perez, Ruperto M. #		Counseling
Pikowsky, Reta †		Registrar
Pollock, Anne	[14-17]	LMC
Poproski, Ruth	[15-18]	CETL
Nukuna, Nagela	[15-16]	U Student
Onken, Decker	[15-16]	U Student
Gable, Thomas	[15-16]	G Student
Cottle, Mark #		Faculty Executive Board Liaison

10 Voting members/5 required for a quorum.

Attending: Reta Pikowsky, Nagela Nukuna, Anne Pollock, Greg Nobles, Thomas Gable, Ruth Poproski, Decker Onken, Tom Conte

Guests: Paul Kohn (VP-ES)

Start-up Matters

1. A motion was made to elect Dr. Anne Pollock Chair. The motion was seconded and approved.
2. A motion was made to elect Reta Pikowsky Secretary. The motion was seconded and approved.
3. A motion was made to elect Dr. Ruth Poproski Vice Chair. The motion was seconded and approved.
4. The Fall meeting scheduled was approved as follows:
 - October 14, 4-5pm
 - November 11, 4-5pm
 - December 9, 4-5pmAll meetings will be held in Skyles 343.

Excused Absence Requests

1. The Committee reviewed a request from a student to attend a meeting at CERN. The request involves several days, due mostly to time needed to travel to Europe. A motion was made to approve this request. The motion was seconded and approved.
2. The Committee review a second request for attendance at the Grace Hopper Conference. A motion was made to table the request pending additional information about the actual schedule or agenda for the conference, whether this is actually or should be a team request, and whether the student is presenting or just attending the conference. The motion was seconded and approved.

Policy/Procedure Discussion and Action

1. The Committee noted that the requests for excused absences have to be complete and timely before informed decisions can be made. To that end, the Committee asked that the form itself and the information on the website be edited to make some aspects of the process clearer. The Registrar's Office will complete some edits and bring them back to the Committee for review and approval. This will be done as soon as possible.
2. A motion was made to approve requests for the same event if the facts are essentially the same. The motion was seconded and approved.

Background: The Committee will sometimes receive more than one request for the same event. It may be that a team is attending, and, if so, the Registrar's Office will try to determine that and communicate back to the students that we'd prefer handing the request that way. If it is not a team event, and more than one student is attending, subsequent requests will be approved by the Registrar's Office assuming that the details are all pretty much the same. If a student requesting the same event lists more days of absence or there is some other aspect of it that does not mesh with the initial request, it would then go the Committee, after the Registrar's Office questions the differences and gets an explanation.

3. It was noted that the volume of these requests is increasing. The Committee may need to consider workload issues if this continues.
4. The Registrar suggested that the Committee review the list of approved/recognized student groups to be aware of those requests that they do not see. The Registrar acts on those without Committee review. The volume of these requests is also increasing and presents another workload issue. This is something that may have to be considered in the future as well.

5. There was a question raised about how this policy compares with those at other institutions. The Registrar reported that there do not appear to be many other such policies. The question might arise at some point as to whether the policy is needed. Students often work out absences with their professors and do not make an official request for an excused absence. For athletics it is necessary, and for students who are not student-athletes there would be pros and cons of not having such a policy. The Committee will bear this in mind going forward.

Adjourned,

Dr. Anne Pollock, LMC