

**Georgia Institute of Technology**  
**Student Academic and Financial Affairs Committee**  
Minutes  
**November 21, 2016**

<b>Name</b>	<b>Term</b>	<b>Affiliation</b>
Conte, Tom	[14-17]	CoC-CS
Mulford, Charles	[13-16]	Business
Healy, Nancy	[16-17]	MIRC
Perez, Ruperto M. #		Counseling
Pikowsky, Reta †		Registrar
Pollock, Anne	[14-17]	LMC
Poproski, Ruth*	[15-18]	CTL
Onken, Decker	[16-17]	U Student
Bradley, Marguerite	[15-17]	U Student
Balachander, Sathya	[15-16]	G Student
Parker, (Walter) Ennis #		Faculty Executive Board Liaison
Kohn, Paul ##		Standing Guest, Non-voting member, Vice Provost, Enrollment Services
Rodriguez, Omar †##		Registrar's Office

10 Voting members/5 required for a quorum.

- # - Non-voting member
- ## - Non-voting standing guest member
- † - Secretary
- \* - Chair

**Attending:** Ruth Poproski, Anne Pollock, Omar Rodriguez, Marguerite Bradley, Decker Onken, and Sathya Balachander.

1. The Registrar's Office opened discussion about a proposed addition to the Institute Absence Request letter. Course instructors have been receiving excused absence letters a day before and after the event, not in sufficient time for them to determine the best way to arrange the make-up work.

This is both discourteous to the faculty member and creates logistical problems for both the instructor and the student to make proper accommodations. The missed work can range from homework that is available in advance to complete to in-class presentations.

By unanimous consent, committee members agreed to add the proposed addition listed below to the excused absence letter to provide course instructors some discretion in handling assignments available in advance and excused

absence letters received late or within too short of a time before the event.

“Students must share this letter with course instructor within a reasonable time to make proper accommodations. Assignments available to complete in advance before the excuse day(s) (such as homework) will be handled at the discretion of the course instructor.”

There was some discussion about the difference between excused absence letters issued by the Office of the Dean of Students and Registrar’s Office. Committee members mentioned that the process is different from Institute Approved Absence request.

2. The Chair presented a set of potential survey questions drafted to target the barriers-to-timely-completion issue. The Chair will meet with Joe Ludlum from the Office of Assessment to discuss adding a version of the proposed question to the Undergraduate Exit Survey.

The committee recommended adding two items to the list of options in the question about potential barriers to timely degree completion: 1) inability to get into needed class (not offered/restricted/full); and change of major. In addition, the committee noted that care would need to be taken to ensure that the first two questions in the proposal would clarify things like student enrolment in summer classes, and the length of time transfer students would expect to spend enrolled at Georgia Tech.

3. Members also discussed the proposed Course and Room Scheduling policy. Discussion included clarification of the timing of lunch slots, how departments will use the grid to schedule classes, and consideration of how the flexible block on Friday would be used. In addition, a question arose as to why there are no morning slots available for MW classes.
4. Action items for the next meeting:
  - a. The Chair will meet with the Office of Assessment about the proposed Undergraduate Exit Survey question and will update the committee members at the upcoming meeting.
  - b. The Registrar will coordinate with her staff to provide an update on the data gathered regarding possible academic matters that impact a student’s time to complete their degree sometime in the upcoming meetings. The Summer 2016 degree list is being analyzed to see if there are any patterns that might be indicative of issues that need to be addressed.
5. The next meeting will be on Monday, December 5<sup>th</sup> at 9:00 AM in the Clough Building room 466B.

Submitted by,

Dr. Ruth Poproski, CTL, Chair