

Georgia Institute of Technology
Student Academic and Financial Affairs Committee
Minutes
December 5, 2016

Name	Term	Affiliation
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 †##		Standing Guest, Non-voting, 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, Reta Pikowsky, Omar Rodriguez, and (Walter) Ellis Parker.

1. The Chair met with the Office of Assessment about the proposed Undergraduate Exit Survey question to target the barriers-to-timely-completion issue.

They agreed to add a version of the proposed question to the survey keeping in mind the approach to take in order to receive good responses from students. In addition, data collected from the survey can be automatically compared to other features of students (e.g., time to completion, etc.), so those questions will not need to be asked directly on the survey.

When the Office of Assessment is able to add the revised question set to the Undergraduate Exit Survey, they will share the revised questions with us.

2. The Chair and Registrar discussed the proposed policy recommendation for class attendance related to institute-approved absences. Some faculty have raised the concern about receiving excused absence requests from students a day before and after the event. There was some discussion in identifying when the student forfeits the opportunity to make-up work if the course instructor is not given a timely notice of the excused absence. Committee members agreed to add a responsibility section on the policy for students, faculty/staff sponsors, and student organizations. The objective is to provide explicit and clear instructions to members involved with excused absence requests. A draft of responsibilities will be created and sent via email to the committee for approval.

There will be a list of responsibilities for students, for instructors, and for student organizations (faculty or staff advisor) requesting an excused absence.

3. Action items for the next meeting:
 - a. The Chair and Registrar's Office will draft responsibilities for students, instructors, and faculty/staff sponsors of student organizations requesting excused absences.
 - b. The Registrar's Office will compile data of excused absence requests submitted too close to the date of the event and after the event for fall 2016 semester.
 - c. 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.
4. The Chair will send a meeting poll to schedule next semester's meetings.

Submitted by,

Dr. Ruth Poproski, CTL, Chair