**Academic Affairs Committee**

**Meeting Minutes**

**Wednesday, October 20, 2021**

**6:00 P.M.**

**Founder’s Room, Bone Student Center**

**Call to Order** - 6:01

**Roll Call**

|  |  |  |
| --- | --- | --- |
| *Name*  | *Present*  | *Absent*  |
| Senator Lahiri | x |  |
| Senator Cline  | x |  |
| Senator Novotny | x |  |
| Senator Nichols | x |  |
| Senator Torry  |  | x |
| Senator Otto  | x |  |
| Senator Villalobos | x |  |
| Senator Spranger | x |  |
| Senator McNab | x |  |
| Senator Small | x |  |
| Senator Monk  | x |  |
| Ex-Officio Hurd | x |  |

**Approval of the minutes:** Meeting of October 6th, 2021

Senator Spranger to approve

Senator Small to second

Motion carries to approve the minutes from October 6th, 2021

**Order of Business:**

1. *Updates:*
	1. New assignments from Executive Committee:
		1. Policy 2.1.21 Undergraduate Academic Good Standing
			1. Needed this academic year
			2. 3rd on the docket
		2. Policy 4.1.5 Final Examinations
		3. Policy 8.5.1 University Library
			1. Request for Milner Library Committee to review this policy and provide any feedback before we take up the review.
2. *Policy 2.1.14 Withdrawal Policy, continued*
	1. The committee reviewed revisions to the policy language
		1. Summary of changes to the working withdrawal document:
			1. Combining old policies related to withdrawing from courses and the university to one document
			2. Interspersed procedure in old withdrawal document, no procedure in the new document
				1. Helps keep the policy current
			3. The wording of “withdrawal of the university”
				1. Confusion related to needing a form for withdrawing from the university. There is only forms to withdrawal from classes. By withdrawing from all courses a student withdraws from the university
			4. Vote to unify and confirm the chances to policy 2.1.14 Withdrawal Policy:
				1. Unanimous yes
	2. Review and approve accompanying report to Academic Senate
		1. This accompanying document provides background and discussion within the committee.
			1. Suggests better, student-friendly procedures for withdrawal (especially in cases where a student’s status at the University will change).
			2. Increase faculty awareness of withdrawal dates and procedures
				1. The committee suggests greater availability of second-eight week courses to improve time-to-degree issues for students who do need to drop courses.
3. *Policy 7.7.2 Financial Aid Distribution*

Guests: Christy West (Student Accounts) and Bridget Curl (Financial Aid)

* 1. The Internal Audit Office reviewed the current Financial Aid Distribution policy and suggested changes that influenced Policy 7.7.2
		1. Confusion between the Student Accounts Office and Financial Aid Office related to terms that were being used in the original policy related to Financial Aid Distribution.
			1. Confusion then carried over to students not understanding the terms and conditions of Financial Aid Distribution
			2. Action taken by the Student Account office and the Financial Aid Office to update the wording related to financial aid, scholarships, work-study, and grants
				1. Aims to reduce confusion between the Offices and the students
				2. The proposed 7.7.2 Policy defines and lists how sources of financial aid are funded
	2. “Free Money” discussion
		1. The proposed policy revision uses the term “free money”—something that the members found confusing/inappropriate.
		2. Members proposed that “free money” could be explained as no-cost / no interest instead to avoid confusion.
1. *7.7.8 Tuition and Fee Waivers Policy*
	1. Policy 7.7.8 was reviewed during the internal audit.
	2. Policy 7.7.8 relates to the Tuition and Fee Waiver policy
		1. Policy 7.7.8 has been adjusted based on the notes from the internal audit
			1. Notes from the internal audit related to adapting budgeting waivers
				1. Legislation in Illinois Congress from 2019 removed the 3% limit of tuition waivers
				2. This legislation from the state prior to 2019 still applies to university policy when it is no longer required to do so
				3. With the proposed 7.7.8 Policy there would be a lift of this 3% limit of tuition waivers.
			2. The proposed 7.7.8 policy adjusts how budget wavers are determined.
				1. The policy takes in consideration the University Budget Office and University goals.
				2. Adjusting wavers that are outside the 3% limit that applies graduate students will be removed.
			3. Policy 7.7.8 clarifies monitoring and reporting of tuition fee waivers.
				1. This responsibility for monitoring and reporting falls under the Financial Aid office.
2. No action was taken on either policy 7.7.2 or 7.7.8. The AAC will consider the revised policy text for 7.7.2 and 7.7.8 in our next meeting, November 3.

**Adjourn:** 6:37