



**ACADEMIC POLICY COMMITTEE (APC)  
Minutes of Meeting**

**Date:** Wednesday, March 25, 2015

**Time:** 1:00pm-2:05pm

**Room:** 209 Assumption Hall

**Committee Members:** Dr. Rick Caron, Dr. Lorna deWitt, Dr. Mitch Fields, Dr. Erika Kustra, Dr. Anna Lanoszka, Dr. Scott Martyn, Mr. Michael Livingstone, Dr. Katherine Quinsey, Dr. Iain Samson, Mr. Zheng Wu, Ms. Shuzhen Zhao.

**Absent:** Mr. Emanuel Igodan, Mr. Basit Ishtiaq, Dr. Mitra Mirhassani, Dr. Bruce Tucker

**In Attendance:** Dr. Ram Balachandar, Ms. Renée Wintermute and Ms. Alison Zilli (University Secretariat).

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**Formal Business**

**1 Approval of Agenda**

**MOTION:** That the agenda be approved.

Dr. S. Martyn/Dr. M. Fields  
**CARRIED**

**2 Approval of Minutes**

**MOTION:** That the minutes of the meeting of February 26, 2015, be approved.

Minor amendments were made.

Dr. E. Kustra/Dr. L. deWitt  
**CARRIED, as amended**

**3 Business arising from the minutes**

Nothing to report.

**4 Outstanding business**

**4.1 Midterm and Final Exams – Three Exams in One Calendar Day – APC Response**

*(See document APC150325-4.1 for more details.)*

**NOTED:**

- The current policy on “Multiple Final Examinations in One Calendar Day” allows students with three final exams in one calendar day to apply to have one of their exams rescheduled to a supplemental examination day.
- Student Caucus asked that consideration be given to changing the policy so that students with three exams in 24 hours could also apply to have one of their exams rescheduled.
- After much review, APC has made the recommendation that the policy not be revised, as it is feasible and reasonable for students to be writing three exams in 24 hours. (For example a student may write an exam at 6:00pm then write one again at 8am and a third at 4:00pm the next day).
- If the policy was revised, approximately 800 students would be eligible to request supplemental examinations in F2015.

**AGREED:**

- An extension of the policy to include mid-term tests is not feasible.
- That APC draft a policy that would provide a supplemental examination day for students with 4 exams in 24 hours.
- The following amendment was made: That APC bring back a revised policy to include **but not limited** to a possibility for relief for students with 4 exams in 24 hours.
- That the Final Report of the Joint Task Force on Exams published by the University of California, Berkeley be used as a reference when reviewing this policy..<sup>1</sup>

**4.2 Weighting of Initial Evaluations in a Course**

*(See document APC150325-4.2 for more details.)*

**NOTED:**

- Members were informed that student concern was raised at Student Caucus regarding the weight allocated to course evaluations that occur in the early part of a course.
- This issue was discussed at the March Senate meeting and it was noted that easing the transition of high school students into university, including enabling them to adjust to pedagogical differences and expectations in first-year courses, is advantageous as it may facilitate student success and reduce stress.
- However, the general consensus at Senate was that this not be done via a prescriptive policy. Instructors should be able to retain the flexibility to cover their subject material in a way they deem appropriate for their course.

**AGREED:**

- A Subcommittee be established to further review the issue of Weighting of Initial Evaluations in a Course. Subject to Senate feedback on item 4.1, these two issues will form the mandate of one Subcommittee.

**Items for Approval**

**4.3 Calculating Major and Cumulative Averages - Revisions**

*(See document APC150325-4.3 for more details.)*

**MOTION 1:** That the proposed revisions to the Senate policy on the Calculation of Averages be approved and that the policy be merged with the Senate policy on Marks/Grade Descriptors;

and

**MOTION 2:** That the proposed revisions to the Senate policy on Marks/Grade Descriptors be approved;

and

**MOTION 3:** That course instructors assign and record integer valued grades, and these grades are to be considered the exact assigned grades earned by the students.

Dr. A. Lanoszka/Dr. I Samson

**NOTED:**

- Currently, grades between 23% and 40% are recorded as is on the transcript but are included in average calculations as 40% and grades between 0% and 22% are recorded as is on the transcript

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<sup>1</sup> [vcue.berkeley.edu/ExamFinalReport.pdf](http://vcue.berkeley.edu/ExamFinalReport.pdf)

but are included in average calculations as 22%.

- The proposed change is that all averages will be calculated using the actual grade earned and recorded on the transcript.
- The proposed revision to the *Policy on Marks/Grade Descriptors* combines the undergraduate and graduate letter grades into one table and replaces the term Descriptor “Fair” with “Satisfactory”.
- Currently, numerical final grades are submitted in whole numbers. During the initial review of the new grading policy, it was understood that .5 -.9 would be rounded up, and .1-.4 would be rounded down.
- It is being proposed that course instructors assign and record integer valued grades, which are to be used as the exact assigned grades earned by the students. This means that these grades will not be rounded off after submitted.
- Concern was raised regarding the issue that it is often difficult to determine when an NR (No Record) should be applied. (*i.e.*, what if a student misses the entire in-class term but writes the final examination?, *etc.*)

**AGREED:**

- For clarification the following revision was made: “A grade of NR is assigned to ~~students who although registered in a course have neither attended regularly nor submitted assignments.~~ **a registered student that has no record of submitted work or completed tests and exams.**”
- There was overwhelming support from APC members pertaining to the proposed policy revisions.

**CARRIED, as amended**

**Items for Information**

**5 Reports/New Business**

**5.1 Academic Standing Committee – Appeal Deadline**

*(See document APC150325-4.1 for more details.)*

**MOTION: That the deadline for appealing an Academic Standing Committee decision be changed to three weeks.**

Dr. L. deWitt/Dr. A. Lanoszka

**CARRIED**

**5.2 Internationalization - Annual Report**

*(See document APC150325-5.2 for more details.)*

**NOTED:**

- An overview was provided on the key initiatives that were undertaken since the establishment of the new Office of Vice President International Development, effective October 2014.
- The University is committed to supporting and enhancing aspects associated with internationalization and building strong relations abroad.
- The new office encompasses both student recruitment and student exchange. The operational sides of student exchanges are done through the Dean of the Students whereas the analysis of the universities and paperwork is done through the Office of VP International Development.
- Over a year ago, the University of Windsor moved to a multiple agent-based model for recruitment and, after a full review of the model, revisions were made to the agreements to ensure high-quality services.
- There are currently about 65 agents that are involved in recruitment and they are required to participate in online training, webinars, sign a code of conduct, and have to go through an extensive evaluation process to ensure that they are properly educated about the University of Windsor.
- A review of existing international agreements will be undertaken to ensure that all existing

agreements are active and beneficial to the University of Windsor. Agreements that are no longer active will be discontinued.

- One of the major challenges is that improvements are needed to the online international application system so that applications can be processed more efficiently. Currently student files are taking too long from the point of application to the point of acceptance, which is problematic in a competitive environment.
- Authorized and legally contracted educational representatives should be able to receive pertinent updates related to both applicants and students to facilitate registration and travel, *etc.*
- In response to a question raised about the proposal for the Customer Relationship Management (CRM) system, it was noted that this will initially be piloted for international students in consultation with the Director of IT services to enable more efficient communications with international applicants, which is essential in facilitating international recruitment.
- In response to a question raised regarding whether consideration has been given to ensuring that there are events that educate international students about Windsor and the surrounding areas (in Ontario), by hosting cultural events, tours, travel incentives, it was noted that this is done for students who are in CEPE programs but it has not really been expanded to students who are in regular programs.

**AGREED:**

- Greater collaboration is needed with the Dean of Students to liaison with community partners and organize events that would be educational and social for international students.
- Continued initiatives to streamline the online application process in collaboration with relevant stakeholders so that potential international students do not get discouraged while they are waiting for acceptance to Windsor, hence choosing another university with more efficient and accessible application processes.

**Additional Business**

**6 Question period/Other Business**

Nothing to report.

**7 Adjournment**

**MOTION: That the meeting be adjourned.**

Dr. I. Samson/Dr. S. Martyn

**CARRIED**