

THE MINUTES OF THE ACADEMIC AFFAIRS COMMITTEE MEETING

February 7, 1977

- Members Present: Baldino, Edgar, Khawaja, Hakojarvi, Quinby, Scriven, Shuster, Skarote, Vogel
- Guest: Dr. Jonas
- Previous Minutes: The minutes of January 31, 1977, were approved unanimously as distributed.
- A.A.B. Degree in Court/Conference Reporting: The committee was informed that Mrs. Phillips, Chairman of BE & T, has indicated that the A.A.B. Degree proposal is acceptable to her in the form approved by the Academic Affairs Committee.
- "W" Grade: Dr. Jonas resumed his discussion of January 24, 1977. He pointed out the need to clearly state that administrative "W's" should not be recorded on transcripts under any circumstances. He also pointed out that it would be better to prohibit any notation for withdrawals up to and including the last day to add or drop a class. He also suggested that the recommended policy statement on complete withdrawals should be reexamined on its academic basis. He was informed that the statement on complete withdrawals was developed primarily as a result of concerns of Mr. Martindale and to facilitate his work. Dr. Jonas also inquired about extending the withdrawal period to 14 days and pointed out certain benefits and drawbacks to such a change. It was the consensus of the committee that Dr. Jonas be requested to rewrite the policy statement on withdrawals, and that this statement be developed in consultation with Mr. Martindale and limit the withdrawal period to "up to and including the last day to add or drop a class." Dr. Jonas agreed to send a statement for committee review next week.
- P R Grade Dr. Jonas pointed out certain concerns about the PR grade recording procedures and requested the committee should examine certain aspects of PR grade. He also volunteered to come to the committee and provide input about these aspects of PR grade. He was informed that the committee will schedule a meeting for the PR grade and inform him of the meeting.
- Next Meeting: The next meeting will be held on Monday, February 14, 1977, at 10 a.m., in the Deans Conference Room, MSB. The agenda will include the proposal from Allied Health seeking exemption of RPL 590 for Respiratory Therapy Program. Dr. Yemma and Dr. Ringer will be invited.

Respectfully submitted,

*Ikram Khawaja*  
Ikram Khawaja, Chairman