

University of Minnesota Morris Digital Well

## University of Minnesota Morris Digital Well

---

Scholastic Committee

Campus Governance

---

11-1-2019

### Scholastic minutes 11/01/2019

Scholastic Committee

Follow this and additional works at: [https://digitalcommons.morris.umn.edu/schol\\_com](https://digitalcommons.morris.umn.edu/schol_com)

---

#### Recommended Citation

Scholastic Committee, "Scholastic minutes 11/01/2019" (2019). *Scholastic Committee*. 341.  
[https://digitalcommons.morris.umn.edu/schol\\_com/341](https://digitalcommons.morris.umn.edu/schol_com/341)

This Minutes is brought to you for free and open access by the Campus Governance at University of Minnesota Morris Digital Well. It has been accepted for inclusion in Scholastic Committee by an authorized administrator of University of Minnesota Morris Digital Well. For more information, please contact [skulann@morris.umn.edu](mailto:skulann@morris.umn.edu).

**Scholastic Committee**  
**2019-20 Academic Year**  
**November 1, 2019**  
**Meeting Five Minutes**

**Present:** Merc Chasman (chair), Joe Beaver, Jennifer Goodnough, Jason Ramey, Heather Pennie, Anika Finzel, Kimberly Novotny

**Absent:** Emma Kloos, Michael Cihak, Dennis Stewart, Marley Lund, Alyssa Pirinelli, Mackenzi Marquette

- 1. Approve minutes of October 4, 2019, meeting**  
Approved with addition of present/absent roster.
- 2. Chair's Report**  
Working on scheduling Advising/Academic Alert presentations. There has been no reply to rescheduling the Admissions presentation.
- 3. SCEP Report**  
No report.
- 4. Petition # 1275**  
Petition did not need review by the whole committee. The petition was delegated to the Transfer Evaluation Coordinator.
- 5. Course Cancellation Policy**  
[Course Enrollment Limits and Cancellation: Twin Cities, Crookston, Morris, Rochester](#)  
Jennifer Goodnough presented the Course Cancellation Policy that is currently under review. Goodnough provided some language suggestions (see addendum one) to be reviewed and discussed by the committee. One suggestion includes adding language about adding a layer of approval to cancel a class after financial aid has been disbursed, but before the fifth day of class. Goodnough asked the committee if they thought the campus would be okay with requiring approval beyond the discipline. It was noted that the division chair can require an instructor to teach a course if it meets the contact hours.

At Morris, this is not typically an issue, but there should be a larger conversation around the topic. It was noted that some terminology needs to be defined, such as college or campus. The addition of including the Office of the Registrar in the cancellation process is something that is already taking place on the Morris campus. Jeri Squier processes the cancellation and informs students.

Approval from discipline coordinators would not work because of the constant change in the position. Since this would be a rare process new discipline coordinators would not know what to do. However the committee is in agreement with adding a new layer of approval for cancellation of courses after the term has started. The committee also agreed that the Office of the Registrar (OTR) should be consulted as part of the cancellation process, but not be actual approvals because OTR may have knowledge of how a cancellation might affect another discipline or degree requirements. For example, when theatre cancelled a course offering the Scholastic

Committee saw an uptick in the number of petitions to waive the fine arts general education requirements.

Late course cancellations could affect international student status because of the required full-time status needed. The same applied to athletes and veteran students.

The committee suggested approval come from the dean in consultation with division chairs and the Office of the Registrar. Brenda Boever offered to discuss the approval process with the dean.

The new version of the policy will require the policy be public and easy to find.

Respectfully submitted,

Angie Senger  
Office of the Registrar

Addendum One:

(Ignoring the auto-numbering below) this is potential new language for part 2b of the current policy about cancellation (highlighting is mine):

1. Cancellation of low-enrollment courses
  - a. Courses may not be cancelled after the fifth day of classes for that term. After financial aid has been disbursed but prior to the fifth day of classes of the term, course cancellations must be approved by the college and campus Office of the Registrar.
  - b. Courses may not be cancelled after the fifth day of classes for that term.
  - c. The department cancelling a course is responsible for emailing all enrolled students to notify them of the cancellation. Departments are encouraged to assist students with finding replacement courses or other accommodations where cancellations negatively impact students degree progress and/or financial aid.

Questions for Scholastic Committee would be

1. How do we feel about a NEW requirement of approval beyond just the discipline? (eg Current: if chem wants to cancel a lab section on day two of the semester, it's canceled. Proposed: if chem wants to cancel a lab section on day two of the semester, 'someone' above them has to approve the cancellation).

2. If we're okay with requiring approval above the discipline then who is the 'someone' to approve. The highlighted part above is the suggestion -- I'd assume, as written, that means for UMM the Division chair and 'someone' in the Office of the Registrar.

3. Currently the Office of the Registrar emails the students at UMM -- I assume we'd want to continue to do that approach and if so I can make sure we get that clarified.

(We'd also want to clarify because sometimes department=discipline and college=division but other times department=division and college=campus.)