

University Leadership Council

April 25, 2025

Minutes

Present: Mari Clements, Kandas Queen, Schuyler Chapman, David O'Dell, Larry Baker, Jesse Skiles, Jeremy Carter, Micki Wootton, Lloyd Bone

Absent: Eric Marks, Jahzeiah Wade, Jeremy Keene, Larissa Howe, Teresa Sterns

Approval of Minutes: Minutes from the March 21, 2025 meeting were not reviewed

Tabled Old Business

- 2028-2029 Academic Calendar will remain tabled until a decision is made regarding semester length
- Inclement weather policy has been sent to SGA and Faculty Senate for review, and will be sent to Staff for their next meeting

New Business

Policy 28A – Graduate Admissions Policy

- Policy was updated to include that international applicants must pay 40% of the net tuition and fees before traveling to campus. Remaining tuition and fees will need to be paid by the first day of classes
- Kandas motioned to approve, Schuyler seconded. Motion passed

Policy 32 – Online Policy

- Policy was updated to add that the due date for posted class content in Brightspace and that the syllabus is to be delivered in Brightspace prior to the first week of classes, and that this must be included on the academic calendar
- David motioned to approve, Schuyler seconded. Motion passed

Policy 33 – Credit for Prior Learning

- Prior learning is being replaced state-wide by Credit for Prior Learning (CPL). Policy 33 has been updated to reflect this
- The policy was also revised to include information about micro credentials
- HEPC has changed the amount of credit that can be accepted: 60 for a Bachelors, 30 for an Associates, and 9 for Certificates
- Information regarding the Nursing Career Pathway for Dual Enrollment students was also added
- Schuyler motioned to approve, Kandas seconded. Motion passed

Promotion & Tenure Bylaws

- The bylaws were reflected to include that Senior Lecturers can only review and make recommendations on faculty who are applying for Senior Lecturer

- David asked about the number of members and only being able to have one from each department, but that the Senior Lecturer (from whatever department) can't vote or input on applications for tenure-track positions, and recommended that the Promotion & Tenure Committee review Section 2 of the bylaws again
- David motioned to approve everything except for Section 2, and to send the bylaws back to the Promotion & Tenure Committee for review and amendment that no more than 2 faculty members can be from the same department. Larry seconded. Motion passed

Academic Integrity Policy

- Academic Policy met this week and amended policy based on Faculty Senate's suggestions
- Additional information was added referring to AI
- Information was also added to make clear that in the case that the Provost is the instructor of record a Dean will review and make recommendation for that case
 - Council amended the policy to clarify "academic Dean"
- David motioned to approve as amended, Jeremy seconded. Motion passed

No Show Policy

- Information referring to the Leave of Absence Policy, as well as outlines for the process of students being removed from classes as "No Shows" was added to the this policy
- Recommendations from Faculty Senate need to be added to the policy
- David motioned to approve, including Senate's recommendations. Schuyler seconded, Jeremy abstained. Motion passed

Waitlist Policy

- This policy was updated based on changes from the No Show Policy
- Additional information outlining the waitlist process was also added
- David motioned to approve, Schuyler seconded. Jeremy abstained. Motion passed

Faculty Handbook

- Language was added to require faculty to upload syllabus by the first day of the semester, and for the first week of content for online/hybrid courses be uploaded to Brightspace by the Saturday before classes start
- David motioned to approve, Jeremy seconded. Jeremy asked that if this applies to adjuncts, the Part-Time Faculty Handbook would also need to be updated. Motion passed

Academic Calendar Template

- A copy of the Fall 2025 academic calendar was amended to reflect the dates that syllabi and the first week of content for hybrid and online courses should be posted in Brightspace
- David motioned to approve, Jeremy seconded. Council recommended that language in the full term, first term, and second term all match. Motion passed

Policy 28 – Undergraduate Admissions

- This was sent out for comment before Schuyler added it to the Faculty Senate agenda. Senate had amendments that still need to be added

- Academic Policy Committee reviewed the policy this week and approved all of the recommended changes
- There was an update to the Policy during the meeting: in Section 2.3 it should read “Undergraduate Degree Programs at Glenville State University”
- Information referring to GPA and diploma requirements was updated based on the changes made to HEPC Series 23
- There is still conditional admission for students who do not meet these requirements
- Council recommended adding information from Section 5.2 of HEPC Series 23 regarding conditionally admitted students
- David motioned to add language from Series 23 and forward this on to the BOG, Jeremy seconded. Motion passed

Transcript and Registration Withholding Policy

- The Department of Education ruled that students who owe a debt to universities and have received any sort of financial aid cannot have their transcript withheld
- There was an update made during the meeting in the next to last sentence of the last paragraph under the Transcripts (page 84) section, the beginning of the sentence was changed to “All students”
- Jeremy motioned to approve the policy as amended, Schuyler seconded. Schuyler then amended the motion to include striking “transcript” from table under the Withholding Diplomas, Official Transcripts, or Registration (page 88) section, in regards to Judicial fines. Jeremy accepted the amendment to the motion. Motion passed

Commencement and Graduation Policy

- The Commencement and Graduation policies were merged into one overall section for the catalog
- All recommendations from Faculty Senate were included in the version reviewed by ULC
- Kandas motioned to approve, Jeremy seconded. Motion passed

Mari adjourned the meeting at 3:58 p.m.

Ashley Nicholas

April 28, 2025