

University Senate, February 2, 2009  
**Report of the Academic Affairs Committee**

Under “Old Business:”

1. *Proposed New Minor: Writing*

Refer to separate attachment.

2. *Proposed New Minors: Athletic Coaching, Sports Administration and Communication, Sport and Exercise Sciences*

Refer to separate attachment.

3. *Drop/Add Deadlines*: Consistent with the results of the straw poll taken at the December senate meeting, the committee proposes that, effective with the Fall 2009 semester, the **final day to add courses be changed to the Tuesday of the second week of classes**. (For Fall 2009, for example, this would change the final day to add from Friday, September 4 to Tuesday, September 1. The final day to drop courses would stay at Friday, August 28.)

4. *Form for Incomplete Grades*: It is proposed that, beginning with the Fall 2009 semester, a form be required for assigning a student a grade of “Incomplete” in a course. A sample form is attached separately.

Under “Committee Reports:”

*Guidelines for the Use of Undergraduate Learning Assistants* – refer to separate attachment.

The committee has prepared a draft for discussion by the University Senate. We are calling this “Draft 3;” we consider the document prepared by the ad hoc Committee on the Use of Undergraduate Learning Assistants to be Draft 1, and the “Guidelines for the Use of Undergraduate Learning Assistants at SUNY Fredonia,” promulgated last fall by Vice President Horvath, to be Draft 2.

Joseph Straight, Chair  
Academic Affairs Committee