

## MEMORANDUM

TO: CAP

FROM: Steering Committee

RE: Review of Final Exam-Reading Day Policy

DATE: October 2018

**Background:** According to TCNJ policy (the [Policy Framework](#)), all campus policies should be reviewed every five years. [The Final Exam-Reading Day Policy](#) has not been reviewed since 2013. As currently written, the policy only applies to undergraduate courses. Steering has charged GSC with writing recommendations for final exams and projects in graduate level courses. GSC is to forward their recommendations to CAP by the December 2018.

**Charge:** Steering asks CAP to review the Final Exam-Reading Day Policy according to the timeline below. In reviewing the current policy, CAP should:

- a) consider the recommendations made by GSC and should seek input on these recommendations from Department Chairs, Deans, Records & Registration, and other stakeholders deemed appropriate by CAP.
- b) write a college-wide policy comprised of sections covering undergraduate, graduate, and simultaneously offered courses (see below) regardless of the course format or delivery mode. Consideration should be given to the differences in courses that are offered in Fall and Spring terms relative to those that are offered in Winter or Summer sessions. CAP should ensure that the language of the policy is clear and unambiguous.

CAP should consult the policy on [Cross Listing Courses](#) which in part states:

### II. DEFINITIONS

Cross-listed courses - two or more courses that have different course designations (prefix and number) but offer the same course content and student outcomes. The syllabi for these two courses are the same.

Simultaneous sections - two or more courses sections, having either the same or different course designations, that are co-located and taught simultaneously, but at least one course cohort has different (unique, additional, or fewer) course content, student assessments, student learning objectives, or student outcomes.

## **Testimony Tier:** Tier II from Faculty, Staff, and Students

The issue requires moderate testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups, and testimony should be solicited in the form of written feedback (through a survey and or e-mail).

**Timeline:** CAP should begin work on the charge after receiving input from GSC on final exams in graduate level courses with the goal of completing a preliminary recommendation for a college-wide policy by March 2019. CAP should aim to submit a Final Recommendation to Steering by the end of the Spring 2019 semester.

### **TCNJ Governance Processes**

#### *Step 1—Steering issues a charge*

#### *Step 2—Governance prepares a Preliminary Recommendation*

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

#### *Step 3—The Relevant Stakeholders provide Testimony*

Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see below) assigned to the issue by Steering. For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body. Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

#### *Step 4—Governance prepares a Final Recommendation*

Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must re-submit a preliminary recommendation to the campus community. When the committee or council has completed the final recommendation, it should forward it to the Steering Committee. The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

*Step 5–Steering considers the Final Recommendation*

*Step 6–The Provost and/or President and Board consider the Final Recommendation*

*Step 7–Steering notifies the Campus Community Testimony*

*For a complete description of all steps and of the testimony tiers, see Governance Structures and Processes, 2017 Revision, pages 21–24.*