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**CCRI FACULTY SENATE**  
**Academic Standards and Policy Committee**  
**Minutes**

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**Date:** 2/14/2025

**Time:** 10:30 am

**Place:** KC Room 3201 and Zoom

**Attendees:** Janice Schmitz, Jennifer O'Rourke, Gaines Tyler, Marc LaVasseur, Cathy Tessier, Kathy Blessing, Blair Harrington, Amy Kacerik,

- I. Call to Order: Meeting called to order at 10:32 am
- II. Roll Call: Attendance was taken and a quorum was present
- III. Approval of Minutes: Minutes from 12/13/24 were approved
- IV. WP/WF Policy
  - a. Policy was approved on 5/31/24. Policy was provided to Cathy Tessier for catalog changes and Fall 2025 implementation.
  - b. Blair Harrington will contact Academic Affairs to request faculty be informed.
- V. Incomplete Policy
  - a. If a student does not complete required work, the "I" will automatically convert to a "W".
  - b. The course instructor may submit a grade change request indicating a specific grade other than a "W" at their discretion.
  - c. If course instructor is no longer available, the responsibility falls to the department chair (following URI policy).
- VI. Agenda and Minutes:
  - a. Jennifer O'Rourke will add agenda and minutes to outlook invite.
  - b. Kathy Blessing will be added to invitation list (kblessing@ccri.edu)
- VII. Next Steps:
  - a. Gaines Tyler will draft incomplete policy.
  - b. Sample contract will be included

- c. Will review draft at next meeting
- d. Implementation target date – Fall 2026

VIII. Adjourn: 11:20 am.