



SPECIAL MEETING OF THE BOARD OF GOVERNORS

October 2, 2018 at 8:30 a.m.  
UNC System Office  
C.D. Spangler Building, Board Room  
Chapel Hill, North Carolina

**AGENDA**

1. Roll Call..... Secretary Burris-Floyd
2. University of North Carolina Wilmington Waiver .....President Spellings

**CLOSED SESSION**

3. Legal Report .....Mr. Shanahan

**OPEN SESSION**

4. Adjourn

**The next regularly scheduled meeting of the Board of Governors is Wednesday, October 10, 2018, at the Center for School Leadership Development (CSLD) in Chapel Hill.**



# THE UNIVERSITY OF NORTH CAROLINA SYSTEM

**Kimberly van Noort, Ph.D.**

**Interim Senior Vice President for Academic Affairs**

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October 1, 2018

Dear Governors,

The University of North Carolina at Wilmington has, as you know, experienced extreme damage from Hurricane Florence. As they have been assessing ability to resume classes, we have been in close contact with them to ensure compliance with our policies (UNC Policy 400.1.6) and with the Department of Education and the Southern Association of College and Schools Commission on Colleges (SACSCOC) rules regarding regulations relative to instructional time.

When UNCW leadership ascertained that their start date would be October 8, they began work on a plan to “make up” lost instruction time (approximately 4 weeks). In close collaboration with their faculty leadership, they came up with a rigorous plan to recapture much of the time lost.

This is important, as federal financial aid regulations (DOE) and our regional accrediting body (SACSCOC) stipulate a minimum number of hours (actually minutes) spent in direct instruction. Thankfully, the DOE has special guidance for institutions in federally declared disaster areas that permits petitions for waivers of the instructional time.

Attempting to make up hours is a complex undertaking. UNCW has presented a plan that includes cancelling their fall break, cancelling a “reading day” prior to final exams, lengthening classes by five minutes, and providing additional content/interaction via online platforms.

We have learned through experiences with Hurricanes Katrina, Floyd, Harvey, Irma, and Maria, that student success and retention during times of disaster are predicated on providing an opportunity for students to re-enter and continue coursework as soon as possible and in a manageable way. And that institutions must take into account the extra time needed to catch up and the burden upon already stressed students. Equally, we must be vigilant to ensure that those students receive full instruction of crucial content by addressing the core elements of each individual course.

The plan that UNCW has submitted meets all these benchmarks. In a perhaps unprecedented collaboration between faculty and administration, they propose a plan to recover approximately 2.7 weeks of instruction through careful reconsideration of their academic calendar, class schedules, and online options. They are now requesting a waiver of 1.3 weeks of instructional time. This is well within the guidelines for a waiver from the Department of Education and is aligned with waivers previously granted under recent federal disaster declarations.

The Department of Education and SACSCOC stand ready to consider this waiver upon the recommendation of the Board of Governors of the University of North Carolina.

Sincerely,

A handwritten signature in black ink, appearing to read "Kimberly van Noort". The signature is written in a cursive, flowing style.

Kimberly van Noort, Ph.D.



UNIVERSITY of NORTH CAROLINA WILMINGTON

Jose V. Sartarelli, Ph.D.  
Chancellor

September 30, 2018

Dr. Kimberly van Noort  
University of North Carolina System Office  
910 Raleigh Road  
Chapel Hill, NC 27515

Dear Kim,

Please find attached our request to the President and to the Board of Governors to have up to 200 minutes waived of Instructional Time for the 2018 Fall Semester.

This request is based on a Plan (attached) developed by both Staff/Administrators and Faculty working closely together. In fact, Faculty Senate Steering Committee members participated from day one in the process and provided some of the ideas embodied in the Plan.

In summary, the Plan encompasses calendar adjustments, schedule adjustments and faculty developed assignments. These adjustments and assignments still leave uncovered up to 200 minutes which we are requesting be waived.

A waiver of 150-200 minutes will allow UNCW to provide as much normalcy as possible to students and faculty, to preserve academic integrity and pedagogical requirements and to avoid overburdening our already-stressed students.

Respectfully,

Jose V. Sartarelli, Ph.D.  
Chancellor

## Lost Instructional Time and Make-Up Plan

### Instructional Time Lost

Classes were canceled on 9/10 at noon resulting in the loss of 550 instructional minutes for MWF, MW, and M courses scheduled before noon and 600 instructional minutes for all remaining 3-credit hour courses. Note that lost instructional time is slightly higher for 4-credit hour courses and lower for 2-credit and 1-credit hour courses, but these courses do not make up a significant portion of UNCW courses; therefore, our models use 3-credit hour courses as the base.

UNC System policy 400.1.6 requires a minimum of 750 instructional minutes (or the equivalent) per credit hour (2250 for 3 credit-hour courses). This policy is derived from SACSCOC Policy on Credit Hours - <http://www.sacscoc.org/pdf/081705/Credit%20Hours.pdf>.

UNCW courses meet or exceed this requirement depending on a number of factors; therefore, the true range of lost time is 255-585 minutes for 3-credit courses. The reason for this is due to a 30-minute "buffer" given the 180 minute final exam period as well as the amount of overall minutes accrued for MW courses and single-day courses taught M-W.

Regardless, the loss of this much time is significant and unprecedented in the history of UNCW and the UNC System. We are unaware of attempts to make up this amount of time without consideration of cancelling the term; therefore, there are few examples of an overall plan to address our situation.

### Current Plan to Make Up Lost Time

#### *Guiding Principles*

1. Provide as much normalcy as possible to students and faculty (schedule, breaks, semester end, etc.).
2. Preserve academic integrity and pedagogical requirements of courses.
3. Avoid overburdening already-stressed students with impossible work requirements for the remaining 9 weeks of the term. NOTE: A make-up requirement of 500 minutes per course results in 2500 minutes of make-up time for a student enrolled in 15 hours.

#### *Plan Summary*

Planning commenced on or around 9/17. Planning group included Provost's staff, deans, faculty senate leadership, Chief of Staff, and the Chancellor. Multiple adjustments were considered. These included calendar adjustments, defined schedule of evening and weekend make up classes, expansion of daily schedule to increase class duration, modification of final exam schedule, outside of class/online assignments, and extending the semester. The following plan was deemed as the best combination of solutions to make up the time while instantiating our guiding principles.

1. Calendar Adjustments (100 – 150 minutes gained depending on course)
  - a. Canceled Fall Break (10/11-10/12)
  - b. Canceled Reading Day (12/6)

- c. Adjusted the final exam schedule – now runs 12/10 -12/14, thus capturing 12/7 as a class day. This day will be treated as a Monday.
2. Schedule Adjustments (50 – 95 minutes gained depending on course)
  - a. Expanded the daily schedule to add 5 minutes to each course section. Necessitated started MWF courses at 7:45 rather than 8:00. Necessitated TR courses having reduced travel time between classes (10 rather than 15).
3. Faculty Developed Assignments (65-180 minutes gained depending on the course)
  - a. Out-of-class assignments.
  - b. Online assignments/activities.
  - c. If pedagogically necessary, weekend make-up days.

**The remaining lost time to be made up ranges from 50-200 minutes. For most classes, it is not feasible for this to be assigned to the Faculty Developed Assignment solution; therefore, a waiver of 150-200 minutes is requested.**

#### *Communication of Plan*

1. 9/22 - Initial communication to faculty and students canceling Fall Break and Reading Day.
2. 9/25 – Follow-up email to include communication of modification of final exam schedule and preservation of Thanksgiving Break (W) and Commencement.
3. 9/26 – Email to faculty describing the full make-up plan.
4. 9/28 Posted revision to make-up plan to clarify understanding of schedule changes.

#### **Conclusions**

1. Making up the required amount of time in 9 instructional weeks is profoundly impactful to students, faculty, and staff.
2. There is precedent for “forgiveness” of instructional time.
3. The current plan was developed with strong collaboration between central administration and faculty leadership. It is comprehensive, diverse, and grounded in student-focused guiding principles.
4. Without forgiveness of a portion of lost instructional minutes, the impact of this catastrophe will be magnified in the lives of students and faculty.
5. Having permission for up to 200 minutes would allow for the strategic use of the waiver to reduce the residual make-up appropriately.