**Committee Name: APC**

**Meeting Date & Time: 11.6.20**

**Meeting Location: Online**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | John R. Swinton (Chair)  | P | Liz Speelman \*served as secretary in the absence of Jolene Cole for Nov. Mtg.  |
| P | Catrena Lisse (Vice Chair)  | P | Mariana Stoyanova |
| R | Jolene Cole (Secretary) | P | Rob Sumowski |
| P | Julian Knox | P | Melanie DeVore |
| P | Christine Mutiti | P | Dana Gorzelany-Mostak |
| P | Gennady Rudkevich | P | Claire Sanders  |
| P | James Schiffman  | P | Meridith Styer |
| Guests |
|  | *Italicized text denotes information from a previous meeting.* |  |   |
|  | \*Denotes new discussion on old business. |  |  |

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|  Agenda Topic (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.) | Discussions & Conclusions  | Action or Recommendations | Follow-Up{including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** |  | The meeting was called to order at 2:01pm by John Swinton.  |  |
| **II. Approval of Agenda** |  | Agenda Approved  |  |
| **III. Approval of Minutes** |  | Minutes were approved with correction that had been submitted. |  |
| **IV. Old Business/Review of****Actions/Recommendations** |  |  |  |
| **1. Copyright Policy and Fair Use Checklist** | J. Swinton shard that the syllabus statement was approved and is up on D2L. |  |  |
| **2. Resolution condemning face to face fall instruction.**  | J. Swinton shared an update. The resolution was presented at the Senate meeting on 10/16/20. There were several individuals who felt that they had not had the opportunity to appropriately review the resolution prior to the meeting. The resolution was still in discussion at the end of the senate meeting. A vote taken online after the meeting determined to keep the resolution in discussion until the next senate meeting (11/20/20). It should be the first item on the agenda at the next meeting.It was determined that there had not been an official vote within APC to put this resolution forward. To remedy this a motion was put forward to put this resolution forward to senate. The motion carried with 7 for, 0 against, and 4 abstentions. | Resolution will be brought back to ECUS to be presented again to senate.  | Next Steps – Resolution will wrap up with a vote in senate.  |
| **V. New Business**Actions/Recommendations |  |  |  |
| **1. Chairs presence in D2L courses**  | C. Sanders and G. Rudkevich presented a draft D2L policy regarding the presence of chairs in D2L courses. Significantly that department chairs should provide written notification with justification prior to being given access to a course.M. DeVore presented additional language to be added regarding the process of notification and approval (or disapproval) of enrollment in a course.Concerns that were presented: Having chairs in GAView is like having chairs sitting in class with us. There is the potential for chairs to audit without the knowledge of the faculty member (shadow audit). There is the potential for this to be included in annual evaluation (outside of IFR). This infringes on the faculty’s academic freedom. This has the potential to be damaging due to the sensitive nature of some discussion in classes – a potential trust issue with students.Question was asked – what grounds would be appropriate for chairs to be given access to this?Potential reasons - In the case of a dispute between faculty/student. If the faculty member is unavailable. The committee was reminded that this came about due to emergency situation situation of COVID. Where the BoR were concerned that not all faculty were making materials available to students online. However, at the start of this academic year, due to convenience, the option was given to chairs to opt out of classes rather than to choose to be in (that was the default).It was clarified that CETL staff has access to assist but should not need to be added to classes.Question was asked - Should there be notification when anyone is added to the course?Changing the language of ‘department chairs’ to supervisors ensures that anyone in a potential evaluator position would need to both notify the faculty member and have justification for being enrolled in the course.Language in document should be edited to be more inclusive (his/her/their).Motion:To put this amended version forward as a policy to ECUS. The vote was unanimous. | J. Swinton will present policy to ECUS for inclusion in next senate meeting. | Next Steps – Policy will go to senate for vote.  |
| VI. Next Meeting | January 8, 2021 at 2pm via Zoom.  | Meeting scheduled already. |  |
| VII. Adjournment | Motion to adjourn made by John Swinton at 2:45pm  |  |  |

**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

**Committee Name: APC**

**Committee Officers:**

**Academic Year: 2020-2021**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

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| Meeting Dates | 9/4/2020 | 10/2/2020 | 11/6/2020 |  |  |  |  |  |  |
| John R. Swinton (Chair)  | P | P | P |  |  |  |  |  |  |
| Catrena Lisse (Vice Chair)  | P | P | P |  |  |  |  |  |  |
| Jolene Cole (Secretary) | P | P | R |  |  |  |  |  |  |
| Julian Knox | P | P | P |  |  |  |  |  |  |
| Christine Mutiti | P | P | P |  |  |  |  |  |  |
| Gennady Rudkevich | P | P | P |  |  |  |  |  |  |
| James Schiffman  | P | P | P |  |  |  |  |  |  |
| Liz Speelman | P | P | P |  |  |  |  |  |  |
| Mariana Stoyanova | P | P | P |  |  |  |  |  |  |
| Rob Sumowski | P | P | P |  |  |  |  |  |  |
| Melanie DeVore | P | P | P |  |  |  |  |  |  |
| Dana Gorzelany-Mostak | P | P | P |  |  |  |  |  |  |
| Claire Sanders  | P | P | P |  |  |  |  |  |  |
| Meridith Styer | P | P | P |  |  |  |  |  |  |

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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)